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ABSTRACT

The 1975-76 handbook is designed as a policy and procedures manual for the guidance of all faculty personnel, providing information about the various operations of the university, an understanding of the policies that guide these operations, and a familiarity with approved procedures. The organization of university administration is described, along with the duties of administrative officers, duties of academic and instructional officers, and various faculty policies and regulations. Specific information is given on: academic freedom, appointments, promotions and evaluation, tenure, leaves and absences, travel, termination of employment, grievances, health services, salary, retirement, teaching load, classroom management and attendance, professional ethics, political and other outside activities, and personal conduct. University facilities and services and recreational and cultural events are also described. (LBH)

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ED125354

FACULTY MANUAL

1975-76

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HE 007 280

SOUTHERN UNIVERSITY IN NEW ORLEANS
August 1975

ERRATA

SECTION	PARAGRAPH/LINE	CORRECTION
1.4.2	Members	Delete: Mr. Ben Johnson 5th District P. O. Box 816 Natchitoches, LA 71457
		Add: Mr. Timothy Wade 5th District 402 S. Pineville Street Winnfield, LA 71483
3.3	q	Schedules group meetings...
3.4	h	Orientate new...
	l	...teaching loads, summer...
	p	...in his absence according...
3.5	a	Supervises the...
5.3	5/3	(Appendix 4, The Academic Department Head)
5.7.5	/9	...emergency, if injured,...
6.1	2/2	...in the Personnel Office.
7.4.1	/2	...for day, evening...
	/4	...member requests special...
	/11	...dean of academic...
7.4.2	/1	...spring semesters, the...
7.4.3	/2	...division chairmen included)...
Appendix 2	2b	Delete: 6. Associate Academic Dean 11. Continuing Education Director
		Add: SUNO Alumni Association President
Appendix 4		THE ACADEMIC DEPARTMENT HEAD
	1/1	Academic department heads are...
	1/3	...faculty according to...
	IV B/3	...department head, whichever...
Appendix 13	2/1c	...grades to Registrar.

EDITORIAL COMMITTEE

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Dr. Frank Hoadley
Dr. Willene Taylor

TYPISTS

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Mrs. Virginia G. Penn

Dr. Emmett W. Bashful, Vice President

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INTRODUCTION

This Faculty Manual is a policy and procedures manual for the guidance of all faculty personnel of the university. It is designed to provide:

1. Information about the various operations of the university.
2. An understanding of the policies which guide these operations, and
3. A familiarity with approved procedures.

Clarification of the university's policies and procedures may be obtained through the respective department heads, division chairmen, or the academic dean. Material in the manual is always subject to review and change. Recommended changes or additions should be submitted to the office of the Dean of Academic Affairs. A copy of the recommendation should also be furnished to the department, unit or office to whom the proposed change or addition would be of interest or concern.

Supplementary materials, including appropriate State of Louisiana codes, are available for examination in either the office of the vice-president, the dean, the business office or the university library.

It is expected that all members of the faculty will read, understand, and be governed by all phases of the manual.

1 GENERAL INFORMATION

1.1 Historical Statement

Southern University in New Orleans was created by Act 28, passed on September 4, 1956 of the special session of the Louisiana Legislature. Section 1 of this Act stated: "There is hereby established, as a branch, or extension of Southern University, a New College, to be located in the Greater New Orleans Metropolitan Area." Planning during the ensuing academic years 1956-59 resulted in (a) the purchase of a 17 acre tract in Pontchartrain Park, a subdivision in the Gentilly section of eastern New Orleans, (b) the naming of a Dean to head the institution, (c) the construction of an Administration - classroom building and (d) the appointment of a faculty. A basic decision was made to develop the New Orleans Campus as basically a Liberal Arts undergraduate school. It was also decided to begin with the freshman year and add one year at a time. SUNO officially opened its doors in September 1959 with 15 faculty members and 159 students. It completed the task of becoming a four year institution with its first graduation class in 1963.

1.2 Mission Statement and Goals

1.2.1 Mission Statement

The mission of Southern University in New Orleans is to create and maintain an environment conducive to learning and growth, to promote the upward mobility of all peoples by preparing them to move into new as well as traditional careers, and to equip them to function optimally in the mainstream of American Society.

1.2.2 Goals

a. to increase the amount of monies received from State appropriations

b. to secure vital supplementary funds from private agencies and foundation

c. to establish an information and management system

d. to present a more positive image of the institution

e. to augment student retention by means of special programs and services

f. to prepare individuals for positions in government, education, business and industry

g. to provide persons with the necessary foundation for entrance into graduate or professional schools

h. to broaden vocational opportunities through the establishment of a good Cooperative Education Program

i. to raise per annum the total student enrollment for each of the next five years

j. to gear the curriculum to wholesome, productive living in an ever changing society

k. to furnish instruction to adults of this locality who are interested in advancing their education

l. to institute a learning resource center on campus

m. to enhance the overall holdings and service of the Library

n. to attain national accreditation for all germane departments

o. to realize the full development of the Division of Continuing Education

p. to ameliorate the programs and services of the Division of Freshman Studies

q. to re-fashion the academic structure with emphasis upon logical consolidation of smaller components

r. to encourage a greater degree of scholarly research and publication

s. to attract and retain quality faculty and staff personnel

t. to forge a distinctive relationship with the citizenry of the Greater New Orleans Metropolitan Area

1.3 Accreditation

Southern University in New Orleans is accredited by the Southern Association of Colleges and Schools. In addition, the Department of Social Welfare is accredited by the Council of Social Work Education; the Division of Education is accredited by the Louisiana State Department of Education

1.4 The Governing Boards

1.4.1 Board of Regents

The Board of Regents was created by the 1975 Constitution of the State of Louisiana. According to the Article VIII, Sec. 5 (A) it shall plan, coordinate, and have budgetary responsibility for all public higher education. The board is composed of fifteen electors, appointed by the Governor, with consent of the Senate, for overlapping terms of six years, following initial terms which shall be fixed by law.

1.4.2 Board of Supervisors - Southern University

The Board of Supervisors of Southern University shall supervise and manage the institution subject to powers vested in the Board of Regents. The Board is composed of two members from each congressional district and one member from the state at large, appointed by the Governor with consent of the Senate. Members shall serve overlapping terms of six years, following initial terms fixed by law.

MEMBERS

Mr. Lionel Johnson, (Chairman)
8th District
P.O. Drawer 231
Plaquemine, La. 70764

Mrs. Shirley Evans White
1st District
6939 Neptune Court
New Orleans, Louisiana 70126

Mrs. Marie Mitchell Carter
1st District
6701 Congress Drive
New Orleans, Louisiana 70126

Mrs. Pearlie Hardin Elloie
2nd District
4318 LaSalle Street
New Orleans, La. 70115

Mr. Donald Verrett
3rd District
319 Naquin Street
Houma, Louisiana 70360

Mr. Gerald T. Peltier
3rd District
1246 St. Charles Street
Thibodaux, La. 70301

Rev. Brady L. Blade
4th District
2426 Holly Street
Shreveport, Louisiana 71106

Dr. Charles T. Beaird
4th District
7030 E. Ridge Drive
Shreveport, La. 71106

Mr. Ray Oliver Wright
5th District
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Monroe, Louisiana 71201

Mr. Ben Johnson
5th District
P.O. Box 816
Natchitoches, La. 71457

Mr. Robert Lee Jones
6th District
1344 Mayhaw Drive
Baton Rouge, Louisiana 70807

Mr. Walter C. Dumas, Attorney
6th District
918 N. 37th Street
Baton Rouge, Louisiana 70802

Mr. Roscoe J. Moore
7th District
100 N. Prater Street
Lake Charles, Louisiana 70601

Mr. Basile Miller
7th District
1614 Legion Street
Lake Charles, Louisiana 70601

Mr. William Panter
816 Solomon Place
New Orleans, Louisiana 70119

Mr. Russell Manuel
8th District
520 DeMoncherveaux Street
Ville Platte, Louisiana 70586

Dr. Cecil G. Taylor
at-large member
Thomas Boyd Hall - LSU
Baton Rouge, Louisiana 70803

Mr. Larry Charles, SGA President
Southern University in New Orleans
6400 Press Drive
New Orleans, Louisiana 70126

2 ORGANIZATION OF UNIVERSITY ADMINISTRATION

2.1 The Southern University System

The Southern University System comprises three campuses: Southern University in New Orleans, (SUNO), Southern University in Baton Rouge (SUBR) and Southern University in Shreveport - Bossier City (SUSBO). (Figure 1) The system is organized under and governed by a board of supervisors (Section 1.4.2, Board of Supervisors) which is responsible to the Board of Regents of all institutions of higher education in Louisiana.

The chief administrative officer for the system is the President. Staff officers assisting the President in the administration of the university system are the Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Business, Vice President for Planning and Research, Director of Alumni Affairs, Director of Public Relations, Director of Southern University Foundation, Internal Auditor and the Director of Facilities. These officers are line officers as shown in Figure 1.

The chief administrative officer at each campus is the vice president.

2.2 Southern University in New Orleans

The chief administrative officer at Southern University in New Orleans (SUNO) is the Vice President. Figure 2 is an organizational chart of SUNO indicating the relationship of the chief administrative officers and advisory groups to the Vice President. SUNO is divided into four groups (4) major units: academic affairs, student affairs, business affairs, and planning and development. These units are administered by the Dean of Academic Affairs, the Dean of Students, the Business Manager, and the Director of Planning and Development respectively. All activities in the university fall within one of the units or under the office of the Vice President. Duties and responsiblities of each administrator are delineated in Section 3.

The functions and membership composition of the University Senate are given in Appendices 1,2 and 3. The Administrative Council is an advisory body to the Vice President on administrative matters. Its membership is composed of the Dean of Academic Affairs, Dean of Students, Business Manager, Director of Planning & Development, Associate Dean of Academic Affairs, Administrative Assistant to the Vice President, all division chairmen, Librarian, Registrar and the Student Government President.

Figure 1

SOUTHERN UNIVERSITY SYSTEM

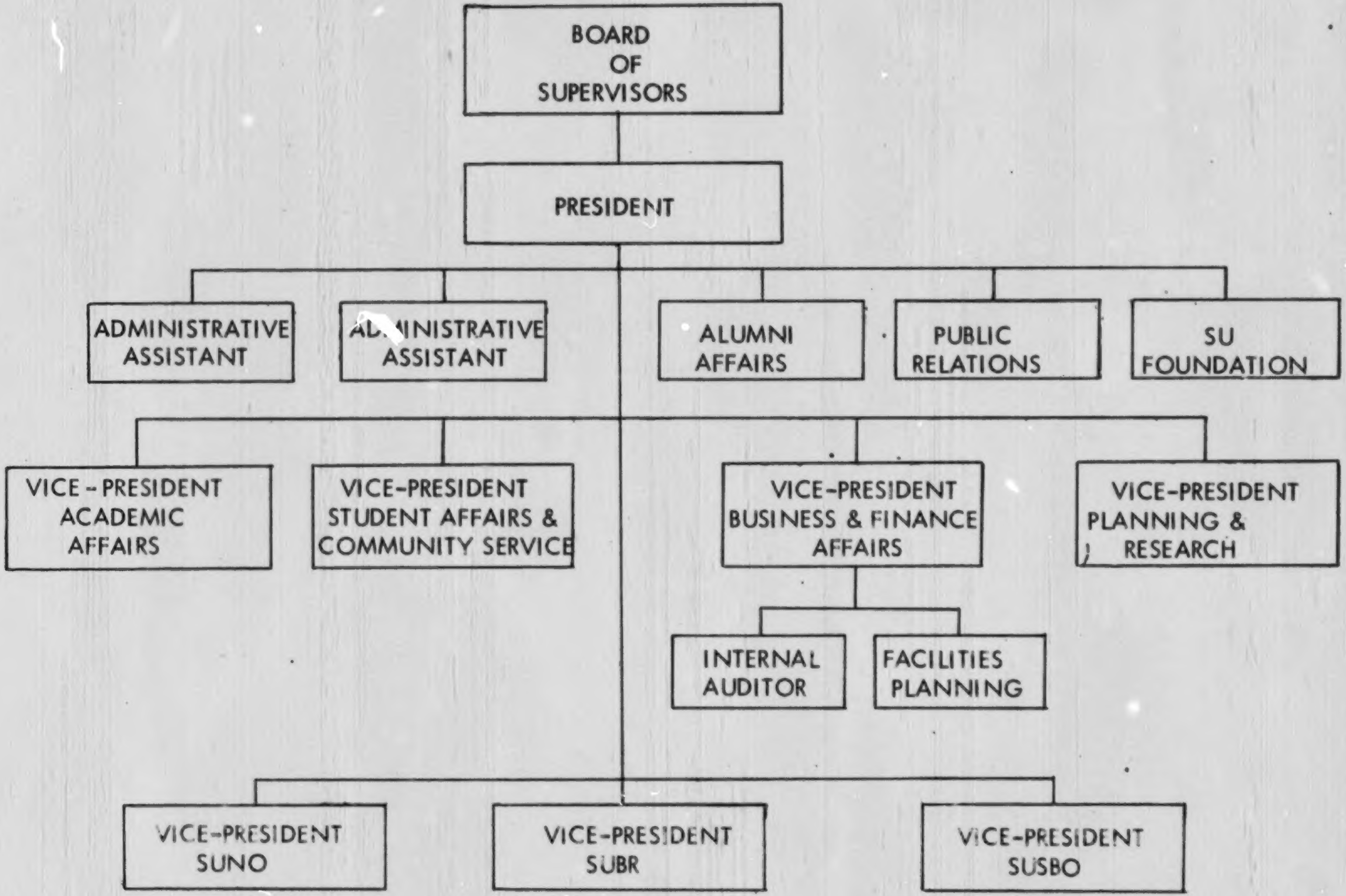
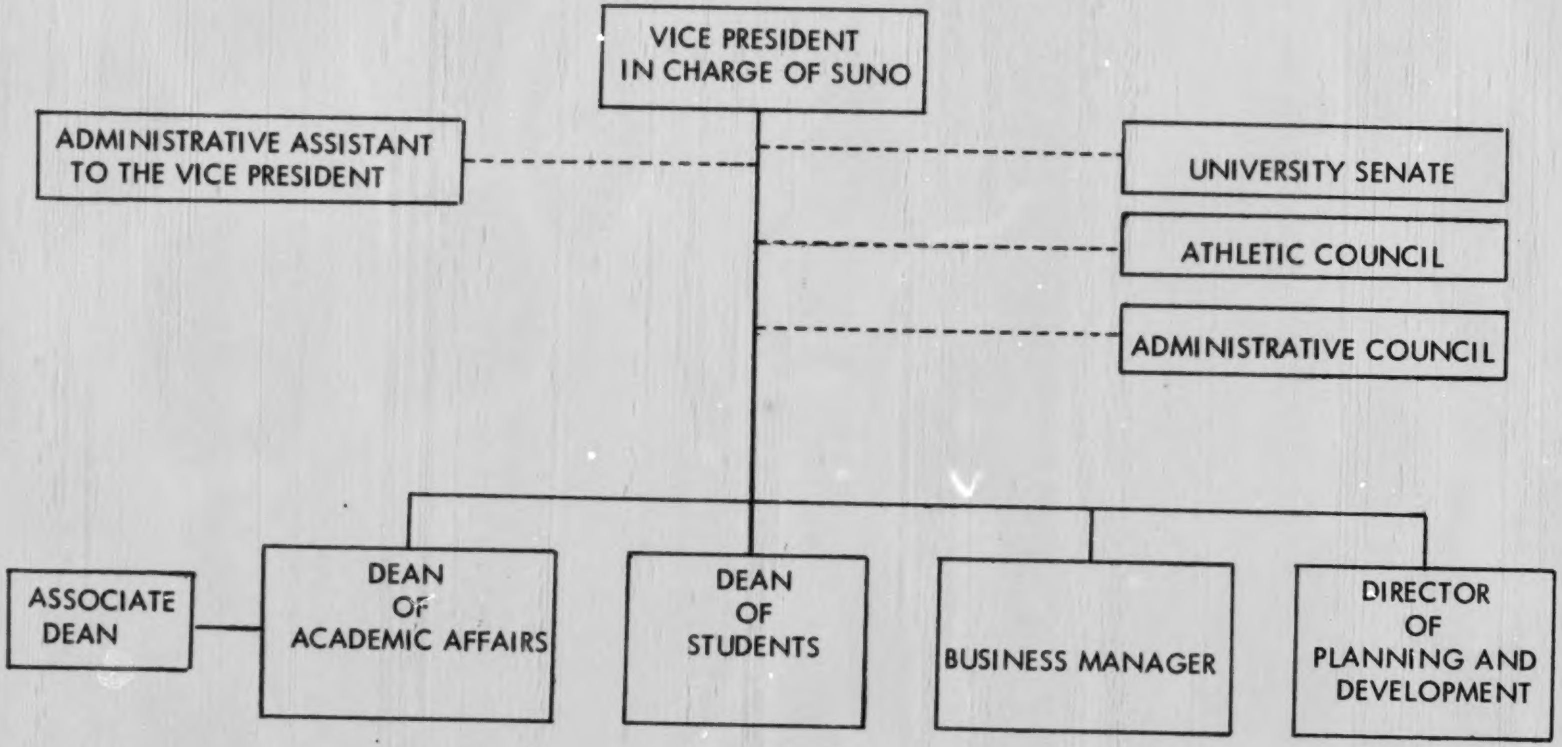


Figure 2

ORGANIZATIONAL CHART FOR SOUTHERN UNIVERSITY IN NEW ORLEANS



The Athletic Council advises the Vice President on activities related to the athletic program. Its chairman is directly responsible to the Vice President.

2.3 Academic Affairs

Academic affairs is the largest division in the university. Personnel-wise it is serviced by over 175 full-and part-time instructors and a staff of more than 40 including the Library and Registrar's Office. It services an average of 2,848 students (Day, Evening and Weekend) each semester.*

Figure 3 shows the organizational structure of the academic division. Its chief officer is the Dean of Academic Affairs who is directly responsible to the vice president of SUNO. (Section 3.3) Responsible directly to the Academic Dean is the Associate Dean of Academic Affairs. (Section 3.4) The academic affairs division is divided into five (5) areas: Continuing Education, the instructional area, Freshman Studies, Library and the Office of the Registrar. Persons responsible for these areas are the Chairman of Continuing Education, Division Chairmen, Chairman of Freshman Studies, Librarian, and Registrar respectively.

All academic affairs are coordinated within one or more of these areas or from the office of the Academic Dean. Duties and responsibilities of each area head is delineated in Section 4.

Figure 4 shows the organization of the instructional units, Continuing Education and Freshman Studies in terms of departments, centers, and colleges respectively. Department heads, center and college directors coordinate activities to the office of the academic dean through their division chairman.

2.4 Student Affairs

The organizational structure for student affairs is shown in Figure 5. All non-academic affairs related to students such as counseling, financial aids, health services, placement, veteran affairs, and student activities are coordinated through the Dean of Students who is directly responsible to the vice president. (Section 3.5)

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* 2,734, Fall '74 and 2,862, Spring '75. (Source. Office of the Registrar)

Figure 3

ORGANIZATIONAL CHART FOR ACADEMIC AFFAIRS

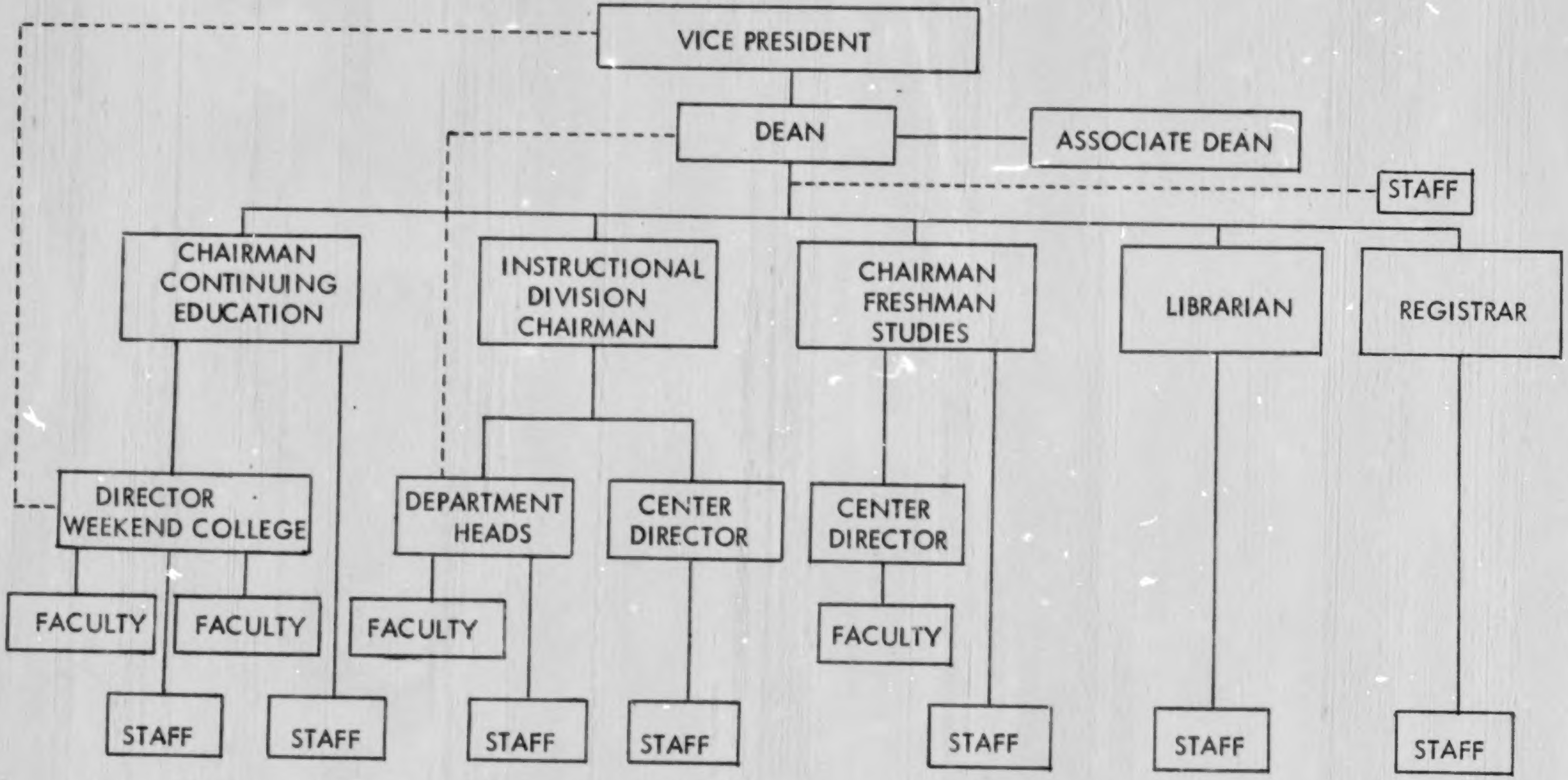


Figure 4

ORGANIZATION OF INSTRUCTIONAL AREAS

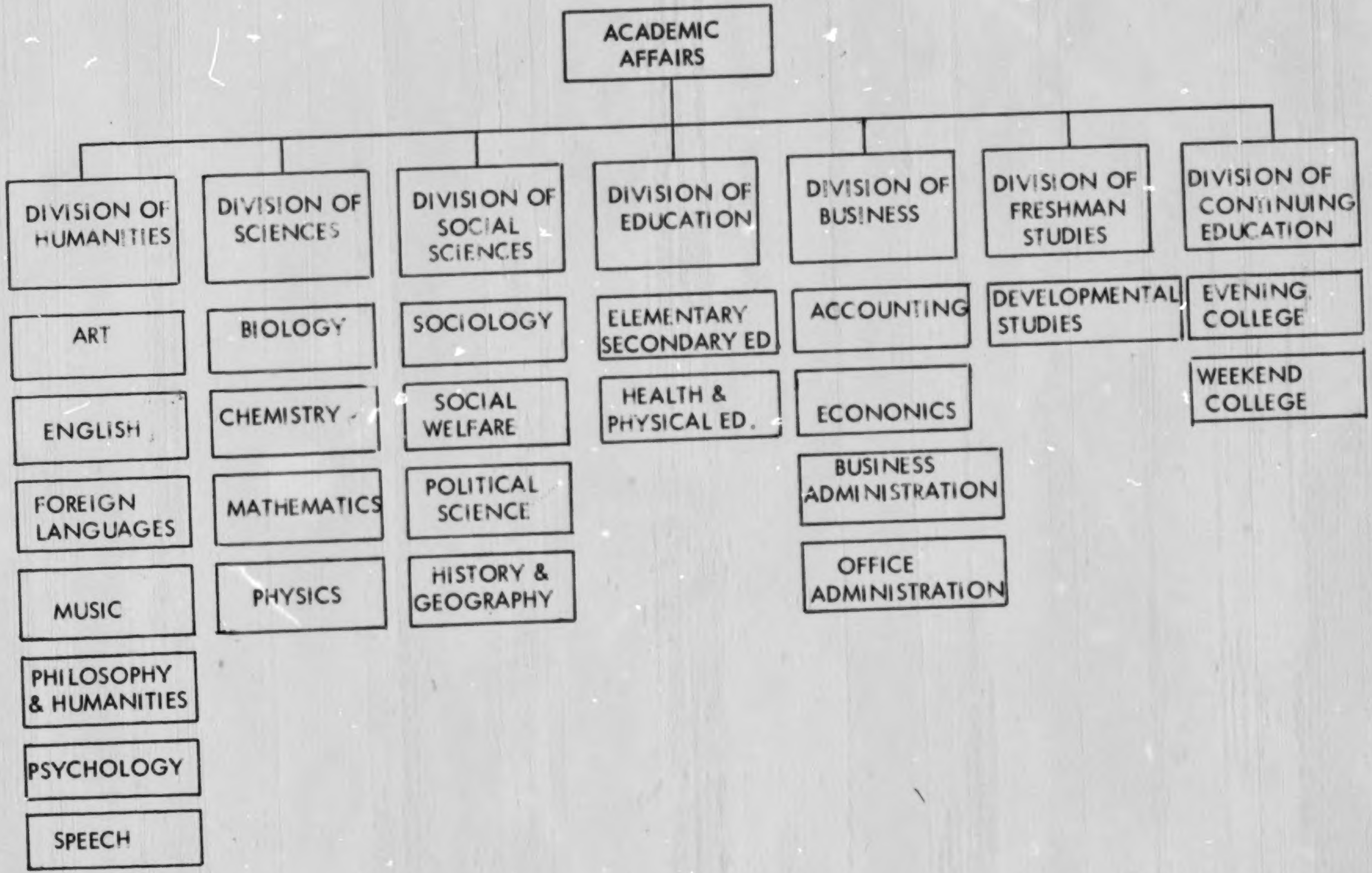
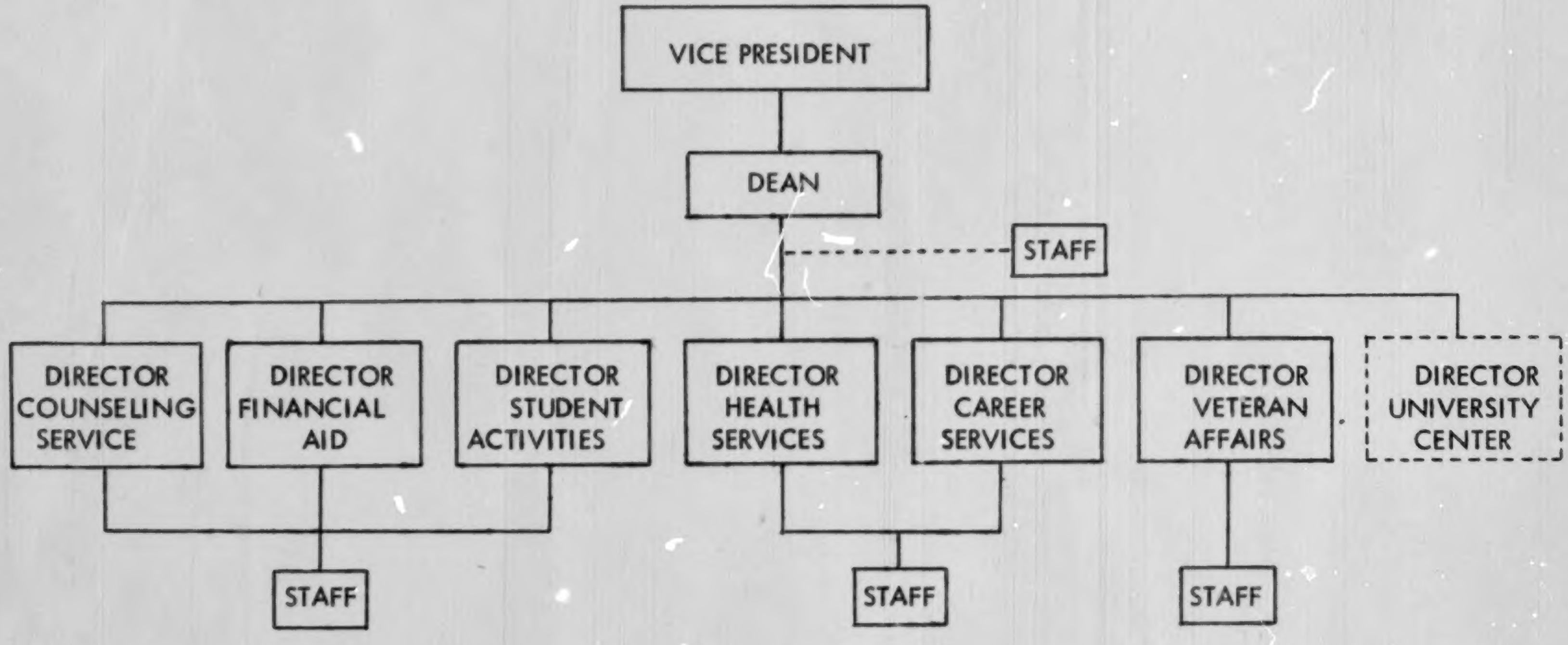


Figure 5

ORGANIZATIONAL CHART FOR STUDENT AFFAIRS



2.5 Business Affairs

The function of the Business Affairs division (Figure 6) is to support the university's educational programs through facilities services, security, communication services, clerical services, fiscal service, and operation of physical plant and facilities. Included are accounting, financial reports, administration of funds including payrolls, internal auditing procurement and personnel services. All business affairs are coordinated through the Business Manager.

2.6 Planning and Development

Functions and activities such as statistical data and reports, community/college relations, alumni affairs, fund raising and long range planning all relate to the growth, development and accomplishment of the university's goals and objectives. These functions and activities are coordinated in the Planning and Development division of the university by the Director of Planning and Development. Figure 7 shows the organization structure of the division.

Figure 6

ORGANIZATIONAL CHART FOR BUSINESS AFFAIRS

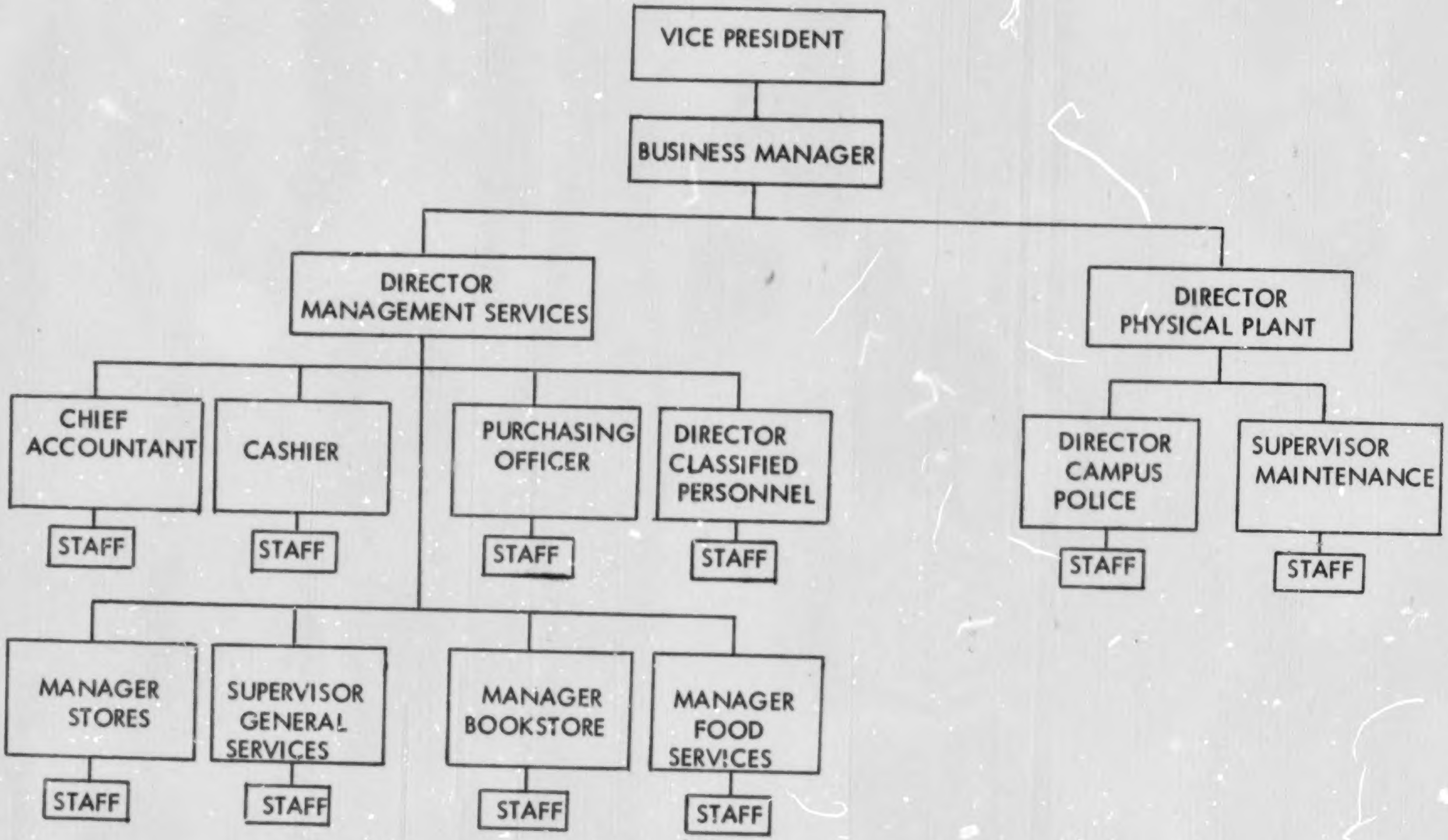
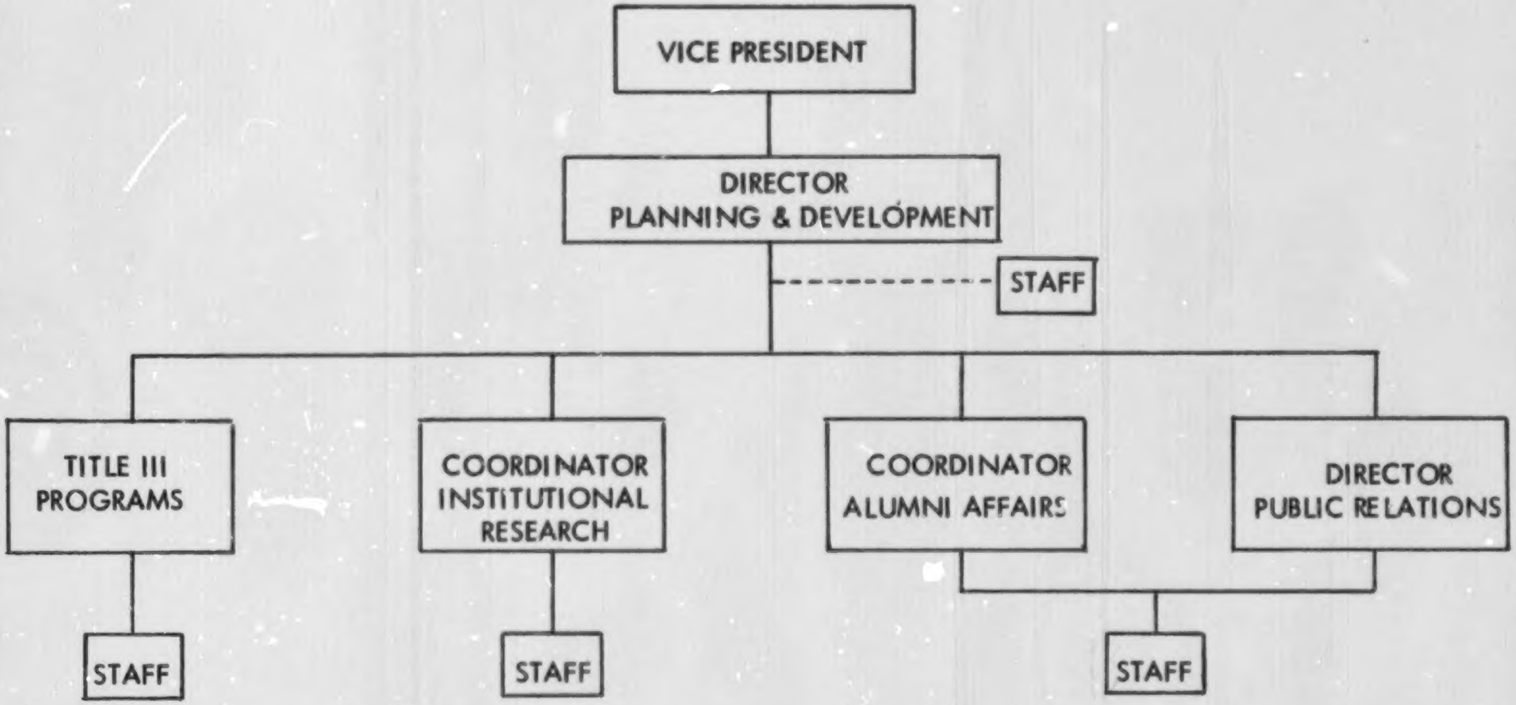


Figure 7

ORGANIZATIONAL CHART FOR PLANNING AND DEVELOPMENT


VICE PRESIDENT
DIRECTOR PLANNING & DEVELOPMENT
STAFF
TITLE III PROGRAMS
COORDINATOR INSTITUTIONAL RESEARCH
COORDINATOR ALUMNI AFFAIRS
DIRECTOR PUBLIC RELATIONS
STAFF
STAFF
STAFF

3. DUTIES OF ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE STAFF

3.1 Vice-President in charge of SUNO

a. To serve as chief advisor to the President of the Southern University System relating to the policies of Southern University in New Orleans.

b. To formulate policies and present them to the president for consideration.

c. To transmit to the president the budget recommendations of Southern University in New Orleans.

d. To make reports relating to the work of the University.

e. To represent the university at called and regular meetings of the Board of Supervisors.

f. To represent the University at selected meetings of educational associations.

g. To recommend to the president persons nominated to the teaching staff in cooperation with the Dean of Academic Affairs, division and department chairmen and faculty.

h. To serve as liaison between the University and the community.

i. To carry out all administrative policies of the President of the University and other agencies having jurisdiction over Southern University in New Orleans.

3.2 Administrative Assistant to the Vice President

The primary role of the Administrative Assistant to the Vice President is to assist in management of the Office of the Vice President. As such, he:

a. Prepares reports for and correspondence to external agencies

b. Assists in preparation of budget

c. Monitors (with the Dean's Office) schedules

d. Represents the Office of the Vice President on certain committees

e. Makes decisions for the office in the absence of the Vice President

3.3 Dean of Academic Affairs

a. Gives leadership to the total instructional program of the University.

b. Strives continuously to develop a climate that stresses teaching and learning.

c. Prepares budgetary recommendations for instructional areas of the University.

d. Prepares schedules of course offerings for fall, spring, and summer terms.

e. Supervises the registration of students in accordance with the University registration plan.

f. Gives final approval of students' requests for program changes.

g. Approves text lists submitted by Department and Division Heads.

h. Acts on travel requests submitted by instructional faculty.

i. Prepares recommendations regarding faculty appointments, promotions, tenure, and salaries.

j. Approves the class loads and other responsibilities of teachers.

k. Involves the faculty in evaluating and improving the instructional program.

l. Promotes professional improvement programs.

m. Evaluates and approves proposals for program changes.

n. Assists in studying and examining all proposals for changing and revising course offerings.

o. Submits to the Vice President an annual report.

p. Supervises the program of instruction in all divisions and departments.

q. Schedules geoup meetings for the purpose of unifying the direction of teaching at Southern University in New Orleans.

r. Reviews periodically library requirements and standards for all areas of the instructional program.

s. Serves as an appeal station for persons with problems in the academic area.

t. Involves the faculty in a series of evaluations which includes students, peer, self, departmental and divisional chairman evaluation.

3.4 The Associate Dean of Academic Affairs

The Associate Dean of Academic Affairs (or Associate Academic Dean) serves as second in command to the Academic Dean and reports directly to him. In particular his responsibilities may be to:

a. Supervise the dissemination of academic information.

b. Interpret (in writing and/or orally) to members within the academic area, rules, regulations, policies, and procedures of the University. Also, reviewing beforehand with division chairmen problems involving clarification and/or differences of opinion.

c. Provide orientation programs for divisional chairmen and directors for the interpretations and execution of University policies and procedures.

d. Insure continuous curriculum evaluation and improvements.

e. Approve requisitions.

f. Maintain official records pertaining to texts ordered and used by the University.

g. Supervise curricula and course planning.

h. Orient new faculty members.

i. Promote professional growth.

j. Supervise the assignments of teaching loads, advisory responsibilities and special assignments.

k. Supervise selected publications for faculty, students and the University.

l. Coordinate and collect/send data from/to divisional/departmental chairmen pertaining to faculty office hours, teaching laods, summer faculty, guest lecturers, divisional and departmental meetings, registrations, and any other requested data.

m. Receives and edits all annual reports from all areas responsible for the preparation of a report.

n. Preside at department chairmen meetings and certain divisional chairmen meetings in the absence of the Dean.

o. Provide leadership and planning in the utilization and security of all space for academic programs.

p. May act and make decisions for the Dean of Academic Affairs in the absences according to established policy.

In addition it is expected that he provide input in all areas under the jurisdiction of the office of the Academic Dean.

3.5 The Dean of Students

a. Supervised the following student services:

University Center
Counseling Service
Health Service
Financial Aid
Veteran and draftee affairs
Cafeteria
Student organizations and activities
Placement service

b. Plans and directs regular staff meetings.

c. Participates in the formulations of University policies and regulations as pertains to student affairs.

d. Interprets and implements University policies and regulations in the area of student affairs.

e. Prepares an annual report

3.6 The Business Manager

The Business Manager is the general fiscal officer on campus.

He:

a. Is responsible for the care and custody of all monies of the University.

b. Assists the Vice President in the preparation of the budget.

c. Supervises all business and administrative affairs of the University such as:

Investigation and initiation of contracts for food services
Keeping of all fiscal records
Physical Plant
Campus security and safety
Operation of the Bookstore
Classified personnel administration
Preparation and maintenance of inventories
Preparation of faculty/staff payrolls
Purchasing of materials
Auxilliary enterprises and service departments

d. Prepares an annual report.

3.7 The Director of Planning and Development

The Director of Planning and Development has a varied range of administrative activities which relate to the growth, development and accomplishment of the University's aims and objectives. His responsibilities are to:

a. Provide statistical data and reports, through the Institutional Research Office, for management, information systems, budget-making, and decision-making.

b. Provide means for developing better community/college relations through the Public Relations office.

c. Provide for improved relations of alumni, through the Alumni Affairs office, and to motivate them to assist the institution in attaining its goals and objectives.

d. Provide information and technical assistance in raising funds from government, alumni, and private sources.

e. Provide research, consultants, and models for long-range planning planning in terms of enrollment projections, curriculum, faculty and staff needs, facilities, and land use.

f. Prepare an annual report.

4. DUTIES OF ACADEMIC AND INSTRUCTIONAL OFFICERS

4.1 The Library Director

The Library Director (Librarian) is the chief executive officer of the library staff. The librarian has the authority of an administrative division head, formulates and administers policies, rules and regulations for the purpose of securing the fullest use of the library by students and faculty.

Responsiblities and duties:

a. Formulates and administers library policies, rules and regulations

b. Formulates and administers the library budget

c. Establishes policies for the selection of library materials

d. Interprets objectives of the institution in so-far-as they affect the library

e. Investigates and solves problems related to administration of the library.

f. Plans and initiates new library procedures and programs

g. Establishes and supervises work, programs, and schedules

h. Establishes personnel policies

i. Makes job analyses

j. Presides over staff meetings

k. Keeps abreast of new devices, supplies and equipment connected with the operation of the library

l. Participates in campus meetings to keep aware of the overall activities of the entire university that will have some effect on the library

m. Establishes department and/or divisional organization within the library

n. Prepares an annual report

o. Prepares statistical reports for the state and the federal government

p. Recommends to the Dean of Academic Affairs and/or Vice President the appointment of staff members, promotions, transfers, and salaries

q. Recommends dismissals of staff members, subject to procedures established in the Faculty Manual

4.2 The Director of Admissions and Registrar

The Director of Admissions and Registrar is responsible for:

a. Recommending and implementing admissions policies and procedures.

b. Preparation, certification and maintenance of academic records.

c. Preparation and distribution of grade reports.

d. Issuing official transcripts.

e. Preparation of a manual on grading procedures and admissions policies.

f. Verification of student enrollment.

g. Scheduling of classes and examination.

h. Serving on various committees.

i. Preparing an annual report.

4.3 Division Chairmen

The Division Chairman has the responsiblity and authority to:

4.3.1 Provide general leadership for the division. He sh ll

a. Be a model instructor and maintain the respect of administrators, faculty, and students.

b. Work for genuine unity, harmony, and a high espirit de corps within the division.

c. Assume leadership in seeing that the entire program of the division is advanced to the highest possible level of excellence.

d. Insure the participation of department heads, faculty and students in decisions which affect them.

e. Encourage maximum participation of faculty and students in professional activities.

f. Encourage maximum participation of faculty and students in community affairs.

g. Represent the division in the formation of university policy and give leadership to implementation of university policy affecting the division.

h. Interpret to members of the division, rules, regulations, policies, and procedures, reviewing beforehand with the Dean of Academic Affairs problems involving clarification and/or differences of opinion.

i. Provide orientation program for department heads for the interpretation and execution of university policies and procedures.

4.3.2 Provide leadership for curriculum and instruction. He shall

a. Insure a continuous program of curriculum evaluation and improvement.

b. Insure a continuous program for improvement of instruction.

c. Insure that the department heads requisition books, materials and equipment needed to implement the instructional program.

4.3.3 Provide leadership in faculty affairs: He shall

a. Advise the selection, evaluation, retention and/or dismissal of faculty members.

b. Promote the professional growth of department heads.

c. Evaluate each department head in his division as to his administrative and teaching effectiveness.

4.3.4 Administer the division. He shall

a. Insure that each department head submits and administers his budget.

b. Supervise and evaluate the divisional clerical personnel and control supplies and equipment.

c. Coordinate and collect from departments and submit to the Dean of Academic Affairs the following:

Departmental teacher load forms and office hours
Summer faculty recommendations
Guest lecturers
Departmental monthly minutes
Department Council monthly minutes
Registration summaries
Any other reports called for by the dean

d. Preside at monthly divisional meetings.

e. Meet monthly with department heads, individually or collectively.

4.3.5 Provide leadership in student development. He shall

a. Insure academic advisement for all students.

b. Give advice and/or assistance to individual students on grievances and other matters whenever requested or deemed essential to the administration of sound educational practice.

4.3.6 Provide leadership in research and planning. He shall

a. Encourage and participate in developing the long range goals and objectives of the division and plan programs for the achievement of those goals and objectives consistent with the philosophy of the institution.

b. Make available routine statistical and research data to to the Office of Development.

4.3.7 In return for carrying out the duties and responsibilities outlined above

a. It is expected that division chairmen be given a teaching load of 9 hours.

b. Serve a 3 year term once appointed, and reach an agreement with all concerned for further service.

4.4 Department Heads

The Department Head has the responsibility and authority to:

4.4.1 Provide general leadership for the department. He shall

a. Be a model instructor and maintain the respect of administrators, faculty, and students.

b. Work for genuine unity, harmony, and high espirit de corps within the department.

c. Assume leadership in seeing that the entire program of the department is advanced to the highest possible level of excellence.

d. Insure the participation of departmental faculty and students in decisions which affect them.

e. Provide for the dissemination of information to departmental faculty and students and encourage and stimulate dialogue.

f. Encourage (by example) faculty members to participate in professional activities.

g. Encourage maximum participation of departmental faculty and students in community affairs.

h. Represent the department in the formation of university policy and give leadership to implementation of university policy affecting the department.

i. Interpret to members of the department rules, regulations, policies and procedures, reviewing beforehand with the division chairman problems involving clarification and/or differences of opinion.

j. Provide orientation programs for departmental faculty for the interpretations and execution of department and/or University policies.

4.4.2 Provide leadership for curriculum and instruction. He shall

a. Insure a continuous program of curriculum evaluation and improvement.

b. Insure a continuous program for improvement of instruction.

c. Insure that the department faculty requisition books, materials, and equipment needed to implement the instructional program.

d. To encourage team teaching and other innovations where applicable.

4.4.3 Provide leadership in faculty affairs. He shall

a. Advise in the selection, evaluation, retention and/or dismissal of faculty members and make recommendations to the division chairman.

b. Promote the professional growth of department faculty through graduate and post graduate study, in service workshops, and individual programs of reading and research.

c. Evaluate each faculty member's teaching performance each semester and submit the evaluations to the division chairman and the Dean of Academic Affairs. Give advice or assistance to individual faculty members on their grievances and other matters whenever requested or deemed essential to the administration of sound educational practices.

d. Schedule classes and teaching loads in cooperation with the divisional chairman, the Dean of Academic Affairs, and the Registrar.

4.4.4 Administer to department. He shall

a. Conduct the business of the department, such as writing and answering letters, screening applications for employment, conducting interviews with applicants for employment, making out requisitions for the various departmental financial functions, signing time and payroll sheets, supervising staff personnel, and making out semester book orders.

b. Schedule and convene the monthly and called meetings of the department:

   For handling the matters needing the decisions of the entire faculty.
   For consideration and dissemination of administrative directives.
   For delineation of pre-school departmental guidelines.
   For in-service workshops and speakers.
   For planning the year's curricular activities.
   For discussing, implementing, and planning new curricula.
   For approval of new textbooks.
   For all other matters deemed necessary.

c. Select department faculty to the department council and insure that students are elected from the department and insure that the council meets at appropriate intervals during the academic year.

d. Select department faculty to be members of the standing committees noted below:

   Library and Textbook Committee
   Freshman Curriculum Committee
   Sophomore Curriculum Committee
   Promotion and Summer School Faculty Committee
   Speakers and Activities Committee
   Grievance Committee
   Any other committees required

e. Prepare and administer the annual budget.

f. Collect information for the annual report and submit the annual report by July 1 and file reports requested by the Academic Dean and Divisional Chairman.

g. Assign faculty members to work various periods during day and evening registration, to supervise and regulate the sizes of sections of courses during registration in order to distribute students evenly, and to arrange for adding, dropping, or substituting courses based on student demands.

h. Attend all meetings of departmental chairmen called by the division chairman and/or Dean of Academic Affairs and Vice President.

i. Supervise and evaluate the department's clerical personnel and control supplies and equipment.

j. Develop a rotational summer teaching schedule in cooperation with departmental faculty.

k. Submit academic year travel requests after full faculty involvement.

4.4.5 Provide leadership in student development. He shall

a. Insure sound academic advisement for all day and evening majors in the department.

b. Give advice and/or assistance to individual students on grievances and other matters whenever requested or deemed essential to the administration of sound educational practices within the department.

c. Work with seniors in job placement and graduate study.

4.4.6 Provide leadership in research and planning. He shall

a. Encourage and participate in developing the long range goals and objectives of the department and plan programs for the achievement of those goals and objectives consistent with the philosophy of the institution.

b. Make available routine statistical and research data to the Office of Development.

c. Develop and encourage research in the discipline by submitting research proposals.

4.4.7 Compensations

a. In return for carrying out the duties and responsibilities outlined above, it is expected that a one three-hour course reduction be made for each semester.

b. The department head will serve a three-year term once appointed and reach an agreement by those concerned for further service as head.

c. Summer teaching will be one of the privileges of being a department head, at least 2 out of 3 summers.

4.5 The Chairman of the Division of Freshman Studies

4.5.1 On-Campus Component

The on-campus function of the Director is to effectuate an easy transition of incoming freshmen from high school to college life. This involves certain aspects as

a. Participating in the development of projections of enrollment and estimates of future needs for instructional resources.

b. Monitoring the use of instructional resources by persons and areas within his division.

c. Conducting studies and keeping records for resources use pertaining to entering freshmen.

d. Controlling expenditures of certain funds, e.g. travel, supplies, equipment and contractual, within the division.

e. Conducting studies of registration patterns, student needs, population trends, and other data relevant to projection of demand for specific programs and courses for freshmen.

f. Working with departments, Registrar, Institutional Research, and other to encourage development of a schedule of classes appropriate to anticipated demand.

g. Maintaining an initial file/folder on each entering freshman for later distribution to the department in which the student desires to major.

4.6 The Director of Continuing Education

In addition to those responsibilities for division chairmen outlined in section 4.3, the Director of Continuing Education has the overall responsibility for

a. The planning, staffing and operation of the Evening Division and and Weekend College at SUNO.

b. Planning class schedules for all academic departments for evening and weekend class with the advice and concurrence of department chairmen.

c. Making staff recommendations of persons nominated by departmental heads for all evening and weekend classes to the Dean of Academic Affairs and to the Vice-President.

d. Supervising all staff operations during evening and weekend hours. These include: Bookstore, Registrar's Office, Business Office, Health Services, Placement Services, etc.

e. Supervising the immediate Continuing Education staff: Coordinator of Weekend College, Counselor, day secretary and evening secretary.

f. Supervising personnel and coordinating the preparation of proposals for funding programs within the division.

g. Orientation of all faculty members teaching Continuing Education classes.

h. Planning and implementing the Continuing Education budget.

i. Planning for long term growth of the division, and instituting a range of programs to assure continued growth in keeping with SUNO's mission in the Greater New Orleans community.

5. THE FACULTY: MATTERS CONCERNING FACULTY WELFARE

5.1 Academic Freedom

The university can fulfill its mission only when its faculty members have academic freedom to pursue the truth without fear of pressure from sources inside or outside the institution. It is the policy of Southern University to defend academic freedom by resisting all efforts to encroach upon it or to restrict it from whatever source. The university, therefore, adopts the following statement concerning academic freedom:

5.1.1 The instructor is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; however, research for pecuniary return should be based upon an understanding with the administrative authorities of the institution.

5.1.2 The instructor is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Mere opinions should be labeled as such and hypotheses should be set forth as hypotheses and not as facts.

5.1.3 The College or university teacher is a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a private individual, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and as an educational officer, he should remember that the public may judge his profession and his institution by his actions and utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not a spokesman for the institution.

5.2 Appointments

5.2.1 Nepotism

The Board adopted a policy to permit the employment of persons from the same economic unit, or the same immediate family although a separate economic unit, when their individual qualifications are such that they represent the best possible choice for a given position. Employees from the same economic unit, or from the same immediate family, although a separate economic unit, may not be employed in a situation where one member may have direct administrative responsibility for the other.

5.2.2 Transfer

No state college under the jurisdiction of the Board shall employ academic personnel from another state college under the jurisdiction of the Board without prior approval of the Board.

5.2.3 Academic and Administrative Personnel

Appointments to academic and administrative positions are made by the vice president. Recommendations on appointments of personnel to academic departments normally originate with department heads and are endorsed by the division chairman, academic dean, vice president, president of the system and then submitted to the Board of Supervisors for approval.

Persons initiating recommendations for the initial appointment of academic personnel must consult a committee of members of the departmental faculty regarding the desirability of the contemplated recommendation.

A recommendation shall be forwarded with a written record of such consultation to the vice president via the appropriate channels as stated above. Academic and administrative personnel are appointed initially for one year (academic year for academic employees on academic year assignment).

When a faculty member is appointed with certain specific stipulations which will prevail in later decisions on reappointment, these stipulations shall be made to him in writing prior to his formal acceptance of the appointment. However, no stipulations shall be made which will bind the recommendations of committees in ways that circumvent established rules and procedures.

5.2.4 Joint Teaching Appointments

Joint teaching appointments (teaching in more than one department) are encouraged where they will enrich the curricula and allow for innovative curricular development involving more than one academic discipline.

a. Arrangement for Joint Appointment

Joint teaching appointments are made by invitation from a department to a faculty member outside that discipline. The joint appointment must be approved by the faculty member's department chairman.

b. Administrative Responsibilities

For administrative purposes, a faculty member in a joint appointment is responsible to his original department, and this department is responsible for all evaluations and other personnel matters, after consultation with the secondary department.

Auxiliary responsibilities of the faculty member, such as departmental committees, student advising, etc., shall be negotiated between the two departments, but with primary responsibility being to the original department.

A faculty member with a continuing joint appointment may include the second teaching area in his academic title.

5.2.5 Academic-Administrative Assignments

a. Appointment

The vice president shall make all appointments to academic-administrative positions subject to the teaching return rights. (See Appendix 9, Return to Teaching Rights).

b. Return to Teaching

The academic employee who accepts an academic-administrative assignment shall have the right to return to teaching under the provisions of the teaching return rights. (See Appendix 9.)

5.2.6 Vice President, Deans, and Other Administrative Officers

The president appoints the vice president. The vice president appoints the deans and other administrative officers. These latter appointments shall be made after consultation with the faculty.

5.2.7 Appointments Subject to Reassignment

a. Support Staff or Administrative Personnel

Every individual in a support staff of administrative position accepts and holds employment in a classification subject to assignment and reassignment to any position in that classification or other classification appropriate to his/her qualifications and performance at the university.

b. Academic Personnel

A faculty member shall not be reassigned to a different teaching service area without his consent and without the consent of the department or other organizational unit to which he is reassigned.

5.3 Rank Distribution, Promotions, and Evaluation

5.3.1 Rank Distribution

Special care must be exercised in assigning faculty ranks to new appointees and in making promotions in rank from year to year. The following table provides guidelines and limitations on assignments of ranks within each institution:

Academic Rank	Range	Percentage Not to Exceed
Professor	30-35%	35
Associate	25-30%	65
Assistant	20-25%	85
Instructor	15-20%	

The university's percentage distribution by rank is applied to the faculty position within each division. Personnel occupying academic rank positions but assigned to administrative duties of a universitywide nature shall be considered in a separate group from the instructional divisions for application of percentages. The division percentage distribution is based on the full time equivalent number of faculty positions projected as of the effective appointment or promotion date.

The number of individuals within a division who can be promoted into the upper two academic ranks in any academic year may not exceed that number which would increase the division percentage in the upper two ranks beyond 65 percent of the total faculty within the division.

5.3.2 Promotions

a. Faculty

Recommendations for promotion of faculty members are based upon an evaluation of the individual's growth and potential toward fulfilling goals of the university and his department and not upon the length of time he has served in his current rank. All faculty members are expected to make meritorious contributions through teaching excellence, professional growth, and services to the university and community. It is recognized that separate academic disciplines may establish specific criteria, approved by the university, for determining eligibility to attain certain academic ranks. These may be established in addition to university criteria (See Appendix II, Criteria for Promotion.)

b. Procedure

Department heads are responsible for initiating recommendations for faculty in their departments. Academic personnel are eligible for consideration for promotion after satisfying the appropriate university requirements (Appendix 11), and recommendation by his department head. The department head's recommendation will be forwarded to, with all pertinent attachments, the division chairman. The chairman will affix any comments he feels are appropriate before forwarding his recommendations to the dean for academic affairs. If the division chairman's recommendation does not agree with that of the department head, he shall indicate in his submission that he has discussed this decision with the department head and the candidate jointly. The dean for academic affairs will submit the recommendations to the Faculty Affairs Committee for review. The Faculty Affairs Committee will report the results of its review of the recommendations to the Senate body for final approval.

c. Department Heads and Division Chairmen

Recommendations for promotion of department heads and division chairmen shall follow this procedure except that the division chairmen and dean for academic affairs shall be the initial evaluators respectively and that performance of administrative duties shall be an additional factor for consideration.

5.3.3 Evaluation

Towards the end of each semester, the teaching faculty will be evaluated by students and department heads. Each faculty member is required to conduct a self-evaluation.

As a part of their evaluation, division chairmen and department heads should make at least three visits to the classroom of each of their faculty. One visit should be announced and at least two visits unannounced. A structured evaluation form should be used and at the completion of the visit(s) and subsequent evaluation, the results should be discussed with the instructor evaluated. The form should be signed by the evaluator(s) and the instructor. One copy is forwarded to the Dean of Academic Affairs, one copy is kept by the evaluator(s) and one copy given to the instructor evaluated.

Student evaluation forms should be forwarded to the Office of Institutional Research for processing and the computer printout forwarded to the Dean of Academic Affairs. Faculty members, department heads and division chairmen will have the opportunity to inspect the results. Department heads and division chairmen should discuss with each faculty member the pros and cons of their respective evaluation.

All evaluations, student, departmental, divisional, and self will be available for the chief administrative officer, the president of the system and board members to inspect periodically.

Department heads will be evaluated annually by division chairmen and the Dean of Academic Affairs as to their administrative and instructional effectiveness. (Appendix 5, The Academic Department Chairman, Section V).

Division chairmen will be evaluated by the Dean of Academic Affairs or chief administrator as to their administrative and instructional effectiveness.

The department head has the principal responsibility for the evaluation of faculty within their department. It is the responsibility of the department head to focus the goals of the department within the scope of the division it serves, recognizing the primary goal of the university to provide effective classroom instruction. The head should also recognize that evaluation must be continuous to be effective and involves many sources and methods to provide accurate insight into the quality of the individual being evaluated.

The faculty may also evaluate department heads, division chairmen and appropriate deans periodically as to their administrative and/or instructional effectiveness.

5.4 Tenure

All new appointees (faculty) serve a probationary period of five consecutive years. Teachers who have served this probationary period shall be considered tenured. A teacher who is transferred from one institution to another under the Board control shall retain his status in tenure as if he had not changed. Further than this, there shall be no reciprocity in the matter of tenure.

In case of a recommendation by the president of an institution to dismiss or discontinue the employment of a tenured teacher, that teacher shall have the right of a public hearing before the Board or a committee authorized by the Board to act for it in receiving evidence. After such a hearing, the Board shall determine by passage of a proper resolution whether the teacher shall continue in service or be dismissed.

The right of teachers to tenure shall expire at age 65.

The tenure system does not apply to presidents or other administrative officers or employees.

5.5 Criteria for Tenure

Teachers at Southern University are recommended to the Board for permanent tenure after they have served satisfactorily a probationary period of four consecutive years and have been awarded a contract for the fifth year. If approved by the Board, tenure status becomes effective upon receipt of a contract for the sixth year. In the interest of maintaining a strong faculty, serious consideration is given to candidates as it pertains to the following:

a. Teaching excellence

b. Personal professional development

c. Research, publications, and creative activities

d. University service

e. Advisement

5.5.1 Teaching Excellence

Teaching excellence is assessed largely on the basis of evidence of adequate preparation, ability to instruct clearly and knowledgeably, skill to instruct clearly and knowledgeably, skill in motivating students, fairness and equity in the evaluation of students, punctuality and dependability, and respect for rights of students as related to the academic process.

5.5.2 Personal Professional Development

Major considerations in this category are: (1) Possession of a doctorate or its equivalent or demonstrated evidence of organized pursuit of the same with the minimum requirement being the Masters degree. (2) Involvement in professional organizations as evidenced by membership, attendance at meetings and participation on programs. (3) Travel, independent study, and other experiences which contribute to professional development.

5.5.3 Research, Publications, and Creative Activities

a. Research activities which relate to improvement of teaching, the discovery of new knowledge or the illumination of significant concerns in a specific discipline or education in general.

b. The dissemination and publication by means of presentation at professional meetings, journals and periodicals.

c. Evidence of creativity consistent with accepted forms and criteria of the respective academic disciplines.

5.5.4 University Services

Service at the departmental, college or university level which includes activities such as committee service, sponsorship of activities or groups, and participation in other non-classroom university sponsored affairs.

5.5.5 Advisement

a. Full knowledge of relevant university academic programs

b. Availability to students

c. Assistance to student in pursuing graduate and professional study, and in seeking gainful employment

d. Shows concern for students' development and welfare

5.6 Termination of Employment

Termination of faculty employment may result from retirement, resignation, non-renewal of contract, disability, or other causes.

Non-renewal of contract may result from willful neglect of duty, incompetence, grave personal misconduct, violation of Board regulations, and university regulations (this includes failure to continue study and improve scholarship) and financial exigency.

Notice of non-reappointment, or of intention not to recommend reappointment to the Board shall be given in writing as follows:

a. Not later than March 1, of the first academic year of service, if the appointment expires at the end of the year; or if the appointment terminates during an academic year, at least three months in advance of its termination.

b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of the year; or, if an initial two year appointment terminates during an academic year, at least six months in advance of its termination.

c. At least twelve months before the expiration of an appointment after two or more years' service.

The above standards (adopted from the AAUP) apply to all faculty personnel. The exception would be for special and part-time faculty. In these cases, the terms of employment including the terminating date will be included in the contractual letter of appointment.

5.7 Leaves and Absences

5.7.1 Sabbatical Leave

In order to improve the quality of professional services at the university by providing for leaves of absence with pay for faculty members, the Board makes the following provisions for sabbatical leaves:

a. Every faculty member who does not hold the doctorate and who is under 55 years of age may be eligible for leave for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation, for the two semesters immediately following any six (6) or more consecutive fiscal years of active service in the institution where such teacher is employed for for the one semester immediately following and three (3) or more consecutive fiscal years of such service; provided that absence on sick leave shall not be deemed to interrupt the active service herein provided for. The work is normally to consist of advanced courses in the instructor's teaching field or in a program leading to an advanced degree in that field. The college president may, for sufficient reason, extend this requirement to a faculty member 55 years of age or older with the approval of the Board.

b. Faculty members at the doctoral level shall enjoy the same privileges as those who do not hold the doctorate, except that such persons may engage in independent study or research. In those cases where the faculty members receive outside compensation for such study or research, then they are not eligible for leave with pay under this policy. No faculty member with less than a doctor's degree shall be entitled to a leave with pay in order to engage in independent study or research.

c. No faculty member whose application for leave has been granted shall be denied such leave. Every application shall specify (a) the period for which leave is requested, (b) whether leave is requested for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation, (c) the precise manner, insofar as possible, in which such leave, if granted, will be spent, (d) the semester spent in active service in the college from which leave is requested and (e) a statement over the signature of the applicant, that he or she agrees to comply with the provisions of the enactment.

Every application for leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable.

d. Any applicant who, at the expiration of the semester in which he or she applies, shall be ineligible for the leave requested and/or who has not complied with the provisions listed above, shall have his or her application rejected, but all other applicants may have their applications granted, provided that all leaves requested in such applications could be taken without violating the following provisions: At no time during any semester of the academic year shall the number of persons on leave exceed five per centum of the total number of teachers employed or ten per centum during any summer session. In cases of sick leave, these percentages may be exceeded.

e. After each leave period if finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved. For those not holding the doctorate, official transcripts must be sent to the appropriate academic dean; for those holding doctorates, adequate written evidence must be submitted to the appropriate dean by the individual and, whenever possible, corroborated by the institution(s) concerned.

f. The compensation for the period of leave approved shall be at the rate of seventy-five (75%) per cent of the salary that the individual received during the preceding fiscal year for the period of time the leave is applied for and granted. The individual shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner. Prior approval must be secured for persons granted leave. Institution should utilize faculties to the fullest extent before requesting such replacement.

g. Refusal by a faculty member to comply with provisions of this policy shall result in the forfeiture of tenure and ineligibility for increase of salary or promotion in rank until the requirement shall have been met.

h. In accepting a leave of absence with pay, the faculty member shall be understood to assume a legal and moral obligation to return to his institution for at least one year of further service.

5.7.2 Compensatory Leave

An appointing authority may require that an employee work on a holiday or at any time he is not regularly required to be on duty. In such cases, the appointing authority may permit the employee to earn compensatory leave equal to the number of extra hours he is required to work, unless he has been paid for such extra time.

Earned compensatory leave shall be promptly credited to the employee and may, with the approval of the appointing authority, be used by him at a future time. Compensatory leave may be accumulated without limitation.

An appointing authority may require an employee to use his earned compensatory leave at any time.

5.7.3 Sick Leave

The Board shall recognize the following sick leave policy for unclassified, academic personnel:

Employees, work weeks and definitions:

Appointing authorities shall establish work weeks of 40 hours per week for full-time employees.

Appointing authorities shall establish work weeks proportionate to paragraph one (1) for part-time employees.

Daily attendance and leave records must be maintained for unclassified employees under the jurisdiction of the Board. The attendance record shall be signed by the employee and reported monthly to the personnel office.

Definition of sick leave:

Sick leave is leave with pay granted an employee who is suffering with a disability which prevents his performing his usual duties and responsibilities; who requires medical, dental, or optical consultation or treatment.

Earning of sick leave for 12-month employees:

Sick leave shall be earned by each employee who has a regular tour of duty.

The earning of such leave shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each calendar month in accordance with the following general schedule:

> Less than three years of service at the rate of one day of sick leave per month, or the equivalent thereof in hours.
>
> Three years, but less than five years, of service at the rate of one and one-fourth days of sick leave per month, or the equivalent thereof in hours.
>
> Five years, but less than ten years of service, at the rate of one and one-half days of sick leave per month, or the equivalent thereof in hours.
>
> Ten years, but less than fifteen years of service, at the rate of one and three-fourth days of sick leave per month, or the equivalent thereof in hours.
>
> Fifteen or more years of service, at the rate of two days of sick leave per month, or the equivalent thereof in hours.

No 12-month unclassified employee shall be credited with sick leave for any calendar month:

a. until he has completed the calendar month in which he was employed.

b. during which he has been on leave without pay for ten or more working days.

c. while serving in the military.

Earning of Sick leave for employees employed on basis other than twelve months:

Sick leave shall be earned by each employee who has a regular tour of duty.

The earning of such leave shall be based on the equivalent of years of full-time service and shall be creditable at the end of each calendar month.

a. See Table

b. For contract periods less than 12 months but different than 9 months a proportionate rate should be used.

No unclassified employee employed on a basis less than 12 months shall be credited with sick leave for the reasons cited in paragraphs (3) (a), (3) (b), and (3) (c).

Accrued unusued sick leave earned by an employee shall be carried forward to the succeeding years without limitation.

Transfer of sick leave:

When an employee changes his position from one state agency to another, his accumulated sick leave shall be forwarded to the new agency and shall be credited to him.

Use of sick leave: (Sick leave may be used as follows)

Sick leave with pay may be taken by an employee who has sufficient leave to his credit for the following:

Illness or injury which prevents performance of his usual duties.

Medical, dental, or optical consultation or treatment.

The minimum charge for sick leave shall be four hours (½ day) and if more, shall be charged in increments to the nearest hour.

The employee may use sick leave for maternity purposes when postnatal or prenatal condition of the employee prevents the performance of usual duties provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition is six weeks except if a physician certifies inability to return towork.

An appointing authority may advance sick leave with pay in an amount not exceeding 22 working days to an unclassified employee who has exhausted all his sick leave.

The value of any advanced sick leave which has not been repaid at the time of the employee separation from the unclassified service shall be deducted from his last paycheck and/or paid in cash to the appointing authority unless the separation is for the purpose of moving to another state agency, in which case the advanced sick leave shall be forwarded to the agency accepting him as an employee.

Upon separation caused by disability, death or retirement, all advanced sick leave shall be cancelled.

Upon death or retirement of an unclassified employee, sick leave accrued to his credit shall be computed and the value thereof shall be paid to him provided that the sick leave had been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a 5-day week and on a 4-week per month basis for personnel employed on a less than 12 month employment basis and on the basis of a 5-day week and 52-week year for 12-month employees. The rate of pay shall be computed utilizing the base rate the employee is receiving at the time of termination.

Accumulated sick leave, for all prior years of service with the current employer shall be established as of June 30, 1970, for each of the employees.

Beginning with the 1970-'71 fiscal year, and fiscal year basis thereafter, provision shall be made at each institution for records to show sick leave earned, sick leave taken, and net accumulated unused sick leave.

Nothing in these recommendations is intended to rule out or replace the provision in the sabbatical leave policy of the Board under which a leave with pay for rest and recuperation may be granted by the Board.

Table 1

Determination of Sick Leave for Persons on Basis Other than Twelve Months

Length of Contract	Summer Session Worked	Service Less than 3 years	Service 3 but less than 5 years	Service 5 but less than 10 years	Service 10 but less than 15 years	Service 15 years and Over
9 months	12 weeks	12	15	18	21	24
9 months	9 weeks	11½	14	17¼	19 3/4	22½
9 months	6 weeks	10½	13	15 3/4	18½	21
9 months	None	9	11¼	13½	15 3/4	18

5.7.4 Annual Leave

Annual leave is leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency or for transaction of personnel affairs. Annual leave is accumulated by each full-time employee and part-time employee who has established tour of duty. This leave is based on the following schedule and is creditable at the end of each calendar month.

Less than three years of service, at the rate of .0461 hour of annual leave for each hour of regular duty.

Three years but less than five years of service, at the rate of .0576 of annual leave for each hour of regular duty.

Five years but less than ten years of service, at the rate of .0692 hour of annual leave for each hour of regular duty.

Ten years but less than fifteen years of service, at the rate of .0807 hour of annual leave for each hour of regular duty.

Fifteen or more years of service, at the rate of .0923 hour of annual leave for each hour of regular duty.

See Handbook for University Personnel, Southern University, pages 10, 11, 15, and 19A.

Periods such as a state designated holiday, school holiday, days of local conditions and celebrations, etc., when observed by the institution shall not be charged to annual leave.

Annual leave shall be cumulative under the regulations for which provisions are herein made from the date of the issue of Act No. 241 by the State of Louisiana.

5.7.5 Emergency Leave

In the event of emergency situations that require only temporary absence, the individual faculty member is responsible for notifying his immediate supervisor, departmental chairman first, the Office of the Dean of Academic Affairs and the Office of the Vice President. Such absences may be necessitated by auto accidents, sudden illness of the faculty or someone in the immediate family, injury on the job, etc. In the event of an emergency that prevents an employee from returning to work on the day of the emergency of if injured, the time taken to recover will be charged against sick leave.

5.7.6 Research

Release time - faculty members may request and receive from their college deans approval for release time from their regular teaching duties provided that funded research grants have monies budgeted to allow the necessary financial compensation for the necessary replacement of personnel during the release time. Faculty members may take leave from the university during the summer in order to conduct independent research on a full-time basis either at the university, some industry or other research facility. Sabbatical leaves may be requested to conduct independent research.

5.7.7 Personal Leave

Personal leave is granted when absence is due to such causes as jury duty, professional meetings or conferences, funerals, court cases, etc. Personal leave must be approved by the department head, division chairman and the Dean of Academic Affairs BEFORE it is taken. Written approval must be obtained at least 24 hours before the leave is taken. No request for leave will be granted immediately before or immediately after a holiday period except possibly for illness or emergencies.

5.7.8 Reporting Illness or Other Absences

Absences for any reason should be brought immediately to the attention of the department head. It is the responsibility of the person desiring leave to execute the necessary leave forms. In all cases, providing for the continuation of the faculty member's classes is important and is a matter that must be cleared when possible before taking leave. Each case is considered on its merit and the granting of leave with pay is discretionary and dependent upon the approval of the Dean of Academic Affairs. Any unapproved absences will be considered AWOL.

5.7.9 Request for Leave

In case of illness or other unpredictable absences, three considerations are involved: (1) providing for the continuation of the faculty member's classes, a matter between the faculty member involved and the head of his department or division, and generally involving the appointment of another member of the faculty, (2) notification of the Dean of Academic Affairs, and (3) appropriate action on the part of the faculty member (in case of illness or accidental injury) with regard to insurance claims, a matter generally between the insured and the insurer.

Forms requesting such leave are available in the Office of the Dean of Academic Affairs.

5.8 Travel Regulations

5.8.1 Authorization

All travel is made in accordance with standard state travel regulations and procedures issued from the Office of the Governor. The general procedure is as follows: Form SU615, Travel Request, may be secured from your department head or division chairman. Completed forms are to be signed by department head and Dean of Academic Affairs and submitted to the Office of the Vice President in charge of SUNO for final approval.

5.8.2 Time Limit

Request for travel should be submitted at least ten (10) days before the anticipated date when the travel is to begin.

5.8.3 Types of Authorized Travel

The University may provide funds for the following:

a. Travel of administrative officers in connection with the academic or business affairs of the university.

b. Travel of faculty members to attend meetings of learned societies whether to represent the university or to present papers.

c. Travel of participating students in intercollegiate gatherings or events.

d. Travel of staff members who represent the university at conventions or associations.

5.8.4 Attendance at Professional Meetings

The university encourages attendance at such meetings that make for professional growth. The university may reimburse an individual all or a portion of all reasonable expenses if travel funds allocated to the concerned department are available. When travel funds are not available, individuals may travel at their own expense, but must follow the usual leave procedures.

5.8.5 General Transportation Allowance

Usually a traveler is entitled to submit an amount not in excess of the minimum tourist fare.

Travelers should check the business office concerning tax exemption status before purchasing tickets for a trip, as the university does not pay transportation taxes.

5.8.6 Recognized Allowances

a. Persons traveling officially with, or to be reimbursed by the state - university funds, and in non-routine trips (e.g., out-of-state) may claim reimbursement on an actual expense basis not to exceed a total of thirty-two ($32) dollars per day ($10, food; $22, board).

b. No travel or subsistence expenses shall be charged while an individual is at his or her official place of residence and within the corporate limits of the place of residence.

c. A state employee, away from residence on official business (e.g., in-state) will be allowed $8 for meals and $15 for lodging per day.

d. No allowance will be granted for lodging or meals on Saturday, Sunday, or on official holidays unless authorized in writing beforehand and subsequently verified by receipts. Said requests will be approved or disapproved by the head of the state agency (Southern University).

e. No employee is to file claims for services, lodging, or meals which are furnished free. If he does, he makes himself subject to fine and imprisonment for violating state and federal laws.

f. An absolute requirement is that the time of departure and arrival be shown on all expense accounts.

g. No travel will be reimbursed without the presence of an officially approved (by the Vice President) travel authorization request which has been prepared in accordance with the regulations and procedures of the state agency (Southern University).

h. The head of the state agency (Southern University) may determine when the stated maximum allowance should govern and when a lesser limit is most advantageous to the state.

i. Receipts are required for expenditures.

j. The principles of sharing rides by two or more persons when going to the same place or in the same direction will be observed. Only one charge is to be made for use and expense.

5.9 Health Services

The facilities and medical services of the Student Health Center are not available to members of the faculty and staff except in emergencies. Emergency medical care for accidents or acute illness which occur on the campus is available to staff, faculty, and guests of the university.

Individuals requiring the above service should be taken to the Student Health Center. If transportation for these persons is necessary, contact the Department of Operations and Maintenance.

5.10 Summer Employment

The summer session normally lasts for a period of nine weeks. Inasmuch as members of the faculty are employed for a nine-months period, employment for the summer session is based largely on the demands of student enrollment. Summer faculty selection is based on criteria established within each department. It is clearly understood that no person will accept summer employment who plans to sever his connections with SUNO for the following school year.

5.11 Faculty Selection Procedure for the Division of Continuing Education

The Division of Continuing Education includes the Evening Division and the SUNO Week-end College. All Continuing Education faculty members are hired on a part-time basis with a one-semester contract.

Usual priorities for staffing are the following:

a. Regular Semester (fall and spring)

Day staff members may be hired to teach a maximum of one class per semester on overload. A day faculty member may also schedule one or more continuing education classes as part of his regular load with the approval of his Department Chairman. (See Section 7.4.1). Qualified persons from the New Orleans community may be hired to teach up to a maximum of three classes. The minimum requirement is a masters degree in the field of employment. Such persons are nominated by the department faculty.

b. Summer Semester

Where possible, day staff members not teaching in the summer day program will be given first choice for employment in Continuing Education if their services are not required for any other university program during the summer. These persons may teach up to a maximum of three classes. Summer faculty will not be allowed to teach both day and evening (or weekend) classes.

Qualified persons from the New Orleans community as listed in (a) above.

There are several other points concerning staffing of Continuing Education classes that should be mentioned:

a. Recommendations for Continuing Education faculty positions are made by the faculty of each department via the department head to the Director of the Division of Continuing Education.

b. These recommendations must be approved by the offices of Academic Affairs, the Vice President and the President of the Southern University System.

c. Recommendations for staff positions are based upon sufficient enrollment for the classes to materialize. The usual number considered sufficient is twenty (20).

d. No day school faculty member has the right to teach in Continuing Education simply because he/she is a day school or regular faculty member. The Division Chairman reserves the right to make recommendations that he feels will benefit the overall program.

5.12 Grievances

A member of the faculty who believes that an injustice has been done with regard to his personnel rights, benefits or working conditions shall have the right to appeal. The faculty member should, however, first try to resolve the complaint through discussion with his department head. If, after this discussion, he does not believe the problem has been satisfactorily resolved, he may discuss it at the next supervisory level (division chairman). Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision.

6. THE FACULTY: PERSONAL MATTERS

6.1 Salary Payments

The faculty is paid in nine (9) equal installments, beginning one month from the effective date of the contract at which time checks may be picked up at the Cashier's window in the Business Office. The summer faculty is paid at the rate of one-fourth of the nine-months salary, in two installments, beginning one month from the opening date of the summer session.

A faculty member may request that his/her nine (9) month salary be porated over twelve (12) months. Forms may be obtained in the Business Office.

6.2 Salary Schedule

The current Salary Schedule adopted on July 30, 1974 as given in Table 2 and Table 3 is based on the minimum educational attainment of the Master's Degree.

a. The upper and lower limits on rates of compensation for college teaching on a nine-month college-year basis in each of the several academic ranks shall be as follows:

TABLE 2

SALARY SCHEDULE FOR MASTERS AND MASTERS + 24
FOR NINE AND TWELVE MONTH PERIODS

	Masters		Masters + 24	
	9 Months	12 Months	9 Months	12 Months
Instructor	7,500 - 12,000	9,374 - 15,000	7,900 - 12,400	9,875 - 15,500
Asst. Prof.	9,000 - 16,000	11,250 - 20,000	9,400 - 16,400	11,750 - 20,500
Assoc. Prof.	10,500 - 20,000	13,125 - 25,000	10,900 - 20,400	13,625 - 25,500
Professor	12,000 - 24,000	15,000 - 30,000	12,400 - 24,400	15,500 - 30,500

TABLE 3

SALARY SCHEDULE FOR MASTERS + 48 AND DOCTORATE FOR NINE AND TWELVE MONTH PERIODS

Rank	Masters + 48		Doctorate	
	9 Months	12 Months	9 Months	12 Months
Instructor	8,300 - 12,800	10,375 - 16,000	9,000 - 13,500	11,250 - 16,875
Asst. Prof.	9,800 - 16,800	12,250 - 21,000	10,500-17,500	13,125 - 21,875
Assoc. Prof.	11,300-20,800	14,125 -26,000	12,000-21,500	15,000- 26,075
Professor	12,800-24,800	16,000- 31,000	13,500-25,500	16,875-31, 875

b. Initial appointments shall be made at any point within the limits set in Paragraphs a, c, and d.

c. A person who has earned one year (twenty-four semester hours) of graduate credit in his teaching field or work leading to a higher degree in his major field, after having completed the requirements for the master's degree, shall be paid $400 above the salary to which he is entitled by his rank and his current salary, and for two years (forty-eight semester hours) he shall be paid $800.

d. A person who has earned the doctor's degree shall be paid $1,500 (i.e., $700 above the maximum amount provided for in Paragraph c) above the salary to which he is entitled by his rank and his current salary.

e. An individual's salary may not be increased above the maximum for his rank as shown in Paragraph a above, except as required by the implementation of Paragraphs c and d.

6.3 Salary Deductions

The standard deductions from the salary of a faculty member consist of Federal and State income taxes, payments to the State Teacher's

Retirement System, and group insurance premiums. Other deductions, at the faculty members' own request, are: Southern Parents and Teachers' Credit Union, U. S. Savings Bonds, contributions to the United Fund, and other charities approved for deductions by the university. An automatic deduction is made when a student defaults in the payment of a loan from the student loan fund which has been co-signed by a member of the faculty and/or any other funds (parking fines, etc.) owed the university.

6.4 Security Benefits

6.4.1 Group Insurance

All full-time university faculty and staff members are eligible for and are required to subscribe to life insurance and accidental death and dismemberment insurance. The insurance offered under the group plan is available by application only.

6.4.2 Social Security

Faculty members ineligible for participation in the Retirement System by virtue of age are covered under Social Security. Participation in the social security plan is required of all full-time staff members and of individuals in positions involving less than full time, but more than 600 hours per year, except those under Federal Civil Service Retirement.

6.4.3 Credit Union

The Southern Parents and Teachers Federal Credit Union is designed for use by the Southern community. Its primary purpose is to provide service in the form of low cost loans and as a means of saving. After becoming a member of the Credit Union, you are eligible for borrowing privileges for any provident or productive purpose.

All loans are fully insured at no cost to the borrower and repaid at an interest rate of one per cent per month of the unpaid balance. Share savings in your credit union are not only matched with Life Saving (Group Insurance Coverage) of up to $2,000, but earn dividends of 5½% paid semi-annually.

The Credit Union is located at 730 Harding Boulevard, Baton Rouge, Louisiana. Inquiries for additional information should be directed to the Business Office.

6.5 Retirement

6.5.1 Procedure for retiring

After gaining credit in the Teachers' Retirement System of Louisiana for at least ten years at or above age sixty or twenty years, regardless of age, file an application (Form 10 and 10-A) in this office not less than thirty nor more than ninety days before the effective date of retirement. It takes approximately sixty days to process a retirement application.

6.5.2 Formula for computing maximum benefit

The formula for computing the maximum service retirement benefit is 2½% x years of creditable service (including unused sick leave credit) x the average salary for the best three consecutive fiscal years plus $300 per year. This gives the largest monthly benefit possible for the retirant, which he will receive as long as he lives. At his death, all benefits cease. Act 3 of 1975 provides any member who retires on or after June 1, 1975, and who has attained the age of fifty-five years and has credit for at least twenty-five years of creditable service, exclusive of unused accumulated sick leave and/or unused accumulated annual leave, or who has credit for at least thirty years of creditable service at any age exclusive of unused sick leave and/or annual leave will be computed on the 2½% formula x years of credit including properly certified sick leave credit plus $300, however, no retirement benefit shall exceed one hundred percent of the members' average salary for the best three consecutive years.

6.5.3 Options

Option One offers protection for the accumulated contributions a member has in the System for a relatively small reduction in the amount of the monthly benefit from what the maximum benefit would be. The cost (or reduction of benefit) is determined by the total amount of the accumulated contributions and the age of the member at the time of retirement. The Option One benefit is received by the retirant as long as he lives, at his death the designated beneficiary will receive one check for the balance in his accumulated contributions fund the amount of which is determined by how long the retirant lives after retirement. Each check the retirant receives includes a small part in the account. It is similar to mortgage redemption or reducing term life insurance plans. It usually takes approximately fifteen years to deplete the fund completely. Should the beneficiary precede the retirant in death, the retirant may name a new beneficiary. He may also [illegible]re than one beneficiary for this option.

Options Two, Three, and Four are plans which provide a monthly benefit to be left to a beneficiary after the death of the retirant. The amount of the benefit under these plans is determined by the life expectancy factors of both the retirant and the beneficiary. The younger the beneficiary, the lower the benefits or the more costly the insurance to provide a monthly benefit to a beneficiary. Under these plans, only one beneficiary can be named and should the beneficiary precede the retirant in death no new beneficiary can be named, neither can the plan of retirement be changed. Under these plans, the beneficiary receives benefits beginning the first of the month following the death of the retirant. The retirement system should be notified of the death immediately in order to change the records and send benefit checks to the beneficiary rather than the retirant. The Option Two plan leaves the largest amount possible to the beneficiary after the death of the retirant, however, it costs or reduces the benefit to the retirant the most. Under this plan, the beneficiary continues to receive the same amount the retirant had received before his death. Option Three is the same as Option Two except that the benefit to the retirant is higher, and the benefit to the beneficiary after the retirant's death is one-half the amount the retirant had received. Option Four provides a monthly benefit to a beneficiary after the retirant's death in an amount specified by the retirant and cannot be more than is possible to leave under the Option Two plan. The cost of this benefit per dollar left is the same as Options Two and Three cost per dollar. This cost is deducted from the maximum benefit to determine the benefit to the retirant. Estimates of any or all of these benefits may be obtained by request of the member to the retirement system office. Official computations of benefits are done only after receipt of the formal application for retirement by this office.

6.5.4 Disability Retirement

Disability Retirement benefits are payable to members who have five or more years of credit, file application for it while in active service and are approved by the Medical Board and the Board of Trustees of the Teachers' Retirement System. The disability benefit is determined by the member's years of credit, age, rate of earnings and total accumulated contributions at the time it becomes effective. A disability benefit will usually be less than a service retirement benefit would be were the member eligible for service retirement. All of the options available upon service retirement are also available to the disability retirant. A disability retirant may be restored to active service if his health is restored and his request is approved by the Medical Board and the Board of Trustees of the Teachers' Retirement System.

6.5.5 Benefits available to survivors

If he is eligible to retire at the time of his death, his surviving spouse, if married at least five years and living together at the time of his death and is the designated beneficiary, is eligible for the Option Two benefit as though the member had retired and chosen the option; or take a lump sum payment of his total accumulated contributions.

If the member dies in active service, has at least five years of credit but is not eligible to retire at the time of his death, his surviving spouse of at least two years having the care of one or more minor children may apply for and receive $300 per month until the youngest child becomes eighteen or marries at which time all benefits cease. If there is no surviving spouse, one minor child is eligible to receive $200 per month, two or more minor children are eligible for $300 per month. Physically or mentally handicapped children may receive these benefits past the age of eighteen years upon approval of the Medical Board and the Board of Trustees. Act 351 of 1974 provides, effective August 1, 1974, that full-time college students who are totally dependent on the surviving spouse may receive this benefit until the age of twenty-three years upon proper certification of age and student status subject to approval by the Board of Trustees.

6.5.6 Determination of years of credit

Service before August 1, 1936, is credited free of charge upon receipt of proper certification. *You receive credit in* the System for all the years contributions are made on full salary. If you contribute on one-half of your earnable compensation for a year, you receive .50 year of credit.

You are eligible for sick leave credit for all the service credit years you have in the System when properly certified by the employer for whom the service was rendered. The certification should state the number of months per year you worked and the number of days used because of illness. Nine month employees are eligible for ten days per year less the days used. Those who work more months are entitled to one additional day for each additional month worked. Members on twelve month contracts receive sick leave credit as directed by Executive Order Number 23 which allows twelve days per year for the first three years, fifteen days per year for the next seven years and eighteen days per year for all over ten years.

6.5.7 Additional Credit

Credit for withdrawn credit can be restored by paying the amount withdrawn plus five per cent compounded interest from the date of withdrawal until repaid. Withdrawal from other public retirement systems may be restored to the respective retirement system and transferred to this System upon approval of both systems. Creditable service in the Louisiana schools or other public offices for which no contributions were made may be purchased. The service and salary must be certified by the employer in order for the cost of gaining the credit to be computed.

6.5.8 Credit for leave

Legal leaves of absence are creditable, not to exceed one year after five years of teaching credit if properly certified. Military leaves do not require the five years previous credit and are limited to a maximum of four years leave credit. Arrangements for contributing should be made during the leaves with the employer. One-half year of leave credit may be contributed for after two and one-half years of teaching credit.

6.5.9 Military service

Credit can be purchased for all active military service not to exceed four years credit. If the service was rendered prior to the time the member became a teacher, he must have at least ten years of credit in the retirement system and verify the service by sending a copy of an official military document which shows the dates of entry into and exit from active service. The cost of this credit is computed on the basis of the statewide average salaries for the years in which the service was rendered.

6.5.10 Out of state

An active member who has at least ten years of credit in the System is eligible to purchase credit for a maximum of three years service in the non-public schools of Louisiana and/or a maximum of five years service in the public schools outside of Louisiana. This service must be certified by the former employer and the current salary rate must be certified by the present employer. The cost of gaining this credit is based on what the value per year will be in increased benefits at the earliest eligible date of retirement multiplied by the life expectancy factor of the age to be attained on the eligible date. When the member is not eligible to retire including the years to be purchased at the time this computation is made, a projection of the value or cost is made. The cost of the credit is reduced by five percent per annum compounded to the date on which the member desires to make payment.

7. THE FACULTY: ACADEMIC MATTERS

7.1 The Pre-School Conference

At the beginning of each academic year the faculty meets for several days to confer on some topic (s) germane to the current school year. All full-time members of the faculty are expected to be present and participate fully in all sessions.

7.2. Registration

Assignment of students to classes is done by faculty members. Scheduling of faculty members for the registration period is a departmental function and strict adherence to the schedule is expected. All faculty members are expected to participate in registration. No changes in the official class schedule, as issued by the registrar, are to be made without approval of the Dean of Academic Affairs. All changes must be made on appropriate forms and signed by the division chairman, Dean of Academic Affairs, and Registrar BEFORE the change is official. Also, any limitation in class enrollment must be approved by the Dean of Academic Affairs.

7.3 Textbooks

Members of the instructional staff may not sell books or any other instructional materials to students. A list of required books is submitted by department heads through the office of the Dean of Academic Affairs to the bookstore manager. Changes of textbooks are handled by the deparment concerned and should represent departmental consensus. Forms for ordering books are provided by the bookstore. Tests should not be changed without consulting the bookstore in reference to the number of remaining texts and return policy of book companies.

Each students is required to have textbooks for the course (s) in which he is enrolled by the third week of class meetings. An instructor may dismiss from his class any student who has not acquired a textbook by the deadline.

7.4 Teaching Load

7.4.1 Teaching Assignment

Faculty members are expected to accept teaching assignments for day evening and/or weekend classes, depending upon the need, as long as his regular teaching load is not exceeded. Unless a faculty member eequests special scheduling considerations, each faculty member's schedule normally will have all classes scheduled within an eight-hour period beginning with his/her first scheduled class for that day. Department heads will report semesterly the names of faculty having schedules not meeting these conditions to the appropriate division chairman. The chairman will transmit any information so received to the dean for academic affairs.

7.4.2 Fall and Spring Teaching Loads

In the fall and spring semester, the normal teaching load is fifteen (15) credit hours; however, reduced teaching loads are given to department heads and division chairmen. Also, reduced teaching loads are extended to persons for approved research and selected administrative duties. Each instructor should have at least 300 student credit hours (SCH) equivalent.

7.4.3 Summer Teaching Load

During the summer session the normal teaching load for all faculty (department heads and division chairmen) is nine (9) hours.

No teacher carrying a full teaching load should be asked -- nor should he attempt -- to meet more than two classes of a person who has been granted a leave for a few days.

7.5 Office Hours

Faculty members are expected to set aside at least ten (10) office hours per week for conference with students on university business. An average of two periods each day is the minimum expectation. Hours should be divided fairly evenly over the school day, i.e., morning and afternoon hours. The schedule of office hours should be submitted for the approval of the department head at the beginning of each semester, posted and OBSERVED.

A faculty member having a regular teaching assignment in the evening shall hold at least one office hour a week in the late afternoon or evening. Any deviation from these policies for an individual must be approved in writing on a semester-by-semester basis by the academic dean upon the recommendation of the department head.

7.6 Course Syllabi

A syllabus is required for each course taught within a department. It should contain at least the following:

a. Purpose

b. General achievable objectives

c. All main topics and sub-topics to be covered

d. Suggested length of time (days or hours) for consideration of each main topic

e. Suggested times for at least three one-hour examinations and a final examination

f. Methods of evaluation (grading scale, etc.)

g. Supporting bibliography

h. Audio-visual aids required (if any)

i. Suggested texts for course

7.7 Class Periods

The normal class period is fifty minutes. Laboratory sessions and other special classes may follow a different schedule as to the length of the instructional period.

7.8 Classroom Management

7.8.1 Meeting and Dismissing Classes

Strict punctuality must be observed in meeting and dismissing classes! The instructor is expected to be in the classroom before the class is scheduled to begin.

Classes are expected to meet regularly with the teachers assigned to them and instruction should start the first day of class. Instructors are NOT to dismiss classes before the end of a class period, nor have them held by other persons, without permission from the Dean of Academic Affairs. Under no circumstances should arrangements be made to be away from class without prior approval.

7.8.2 Vacating Classrooms

Teachers are expected to dismiss class promptly at the end of the period. No teacher has the right or authority to hold students in a class beyond the end of the period. Teachers are expected to show good judgement by not having a class and a teacher waiting outside the room after he/she should have vacated it. To end a class on time is as important as beginning on time.

7.8.3 Changing Classrooms

All classes are to be held in the rooms indicated on the schedule unless changes are cleared through proper channels.

7.9 Class Attendance

7.9.1 Freshmen and Sophomores

a. Class attendance is regarded as an obligation as well as a privilege, and all students shall attend regularly and punctually all classes in which they are enrolled. Failure to do so will jeopardize a student's scholastic standing and may lead to immediate suspension from the college or university.

b. Each instructor shall check the roll at each class meeting, shall keep a permanent attendance c'tendance record for each class, and shall report student absences to appropriate college or university officials.

c. A student shall submit excuses for all class absences to the Dean of Students or Director of Student Personnel within three class days after the student returns to his classes. The appropriate official may excuse a student for being absent.

d. A student who receives a total of four unexcused absences in a given class will be dropped from the rolls with a grade of "F". When a student accumulates excessive absences (excused and/or unexcused) in any class, the instructor may recommend to the student's advisor that he/she be withdrawn from the rolls of that class and given an appropriate grade.

e. Tardiness is treated as an absence unless excuse is obtained from the instructor at the end of the period.

f. Students who are dropped for excessive absences will not be eligible to re-enter the college or university until the expiration of one full semester.

g. A student whose class load falls below the minimum number of hours required for a regular student, because of his/her dropping of courses, exclusion from classes or excessive absences will be dropped from the rolls of the college and will be subject to the regulations concerning withdrawal from the college. A student dropped from the institution because of class absences has the right to appeal to the academic dean.

7.9.2 Compulsory Attendance

On the recommendation of the Presidents' Council concerning compulsory attendance at college classes, compulsory class attendance rules are modified to apply only to freshmen and sophomores.

7.10 Change of Grade

After the final grades are reported to the Registrar's Office, no change will be allowed unless the instructor completes a CHANGE OF GRADE FORM signed by the department head, division chairman and Dean of Academic Affairs.

7.11 Auditing Courses

Members of the faculty may, with the consent of the instructor, audit courses without registration, or payment of fees.

7.12 Dealing with Dishonesty

Every instructor is expected to report all cases of dishonesty in examinations or any other assigned work to his chairman and submit a written report to the Discipline Committee chairman. Cases involving a gross breach of the rules of behavior as described in the student handbook should be reported to the Office of the Dean of Students. The instructor, however, may adopt immediate disciplinary measures inasmuch as the instructor has the primary responsibility of maintaining a climate conducive to learning in his classroom.

7.13 Examinations

The office of the Registrar arranges final examinations schedules. NO CHANGE will be allowed in this schedule without the approval in writing from one of the department heads and the office of the Dean of Academic Affairs.

7.14 Make-Up Tests

Students presenting official excuses for absence should be given opportunities to make up the work that was missed.

7.15 Department Advisory Program

Department members act as advisors to students who major in their respective department. All members of a department are expected to become involved in advisement. An important aspect of advisement consists of assisting students in their overall selection of courses. Every department head has the responsibility of establishing and maintaining an advisory program which must include acquainting students with the requirements for graduation in his curriculum. Advisors must insist that students follow courses in sequence and repeat immediately and course (s) he has failed.

The coordination of the advisory program for freshman is the responsibility of the Director of Freshman Studies.

7.16 Extra-Curricular Activities

Out-of-class activities provide many experiences necessary for the full development of students. The university, therefore, encourages such activities as they fit into its general educational program. Faculty members are encouraged to give full cooperation in assisting in any student activity that takes place within the framework of the purpose for which the university has been established.

7.17 Faculty Sponsors

Every student organization is required to have at least one faculty sponsor nominated by the organization and approved by the Dean of Students.

The responsibilities of organizational sponsors are:

a. To guide the organization in such a way that the members and the activities of the group do not reflect unfavorably on the image of the university.

b. To direct the group so that the policies, regulations and standards of the university are observed, and to report violation of any of the policies and regulations to the Office of Student Personnel.

c. To encourage and stimulate the organization to make worthwhile contributions to the university program.

d. To guide the group in such a way that students receive the widest opportunities for leadership, individual initiative, and responsibility.

e. To be present at all meetings of the student group.

f. In the case of social affairs planned by student organization, to be responsible for the conduct of social affairs and to be expected to be present throughout the entire period of the affairs.

g. To be familiar with policies as stated in student handbook.

7.18 In-Service Growth

The university, insofar as is possible, assists teachers in research and research projects, makes provisions for those who wish to participate in workshops, conferences, meetings, and commends membership and participation of its faculty in professional organization. At some time during each semester the faculty meets for one or two day sessions. The purpose is to offer enrichment to the faculty through seminars, lectures, demonstrations and workshops. All faculty are expected to participate.

7.19 Faculty Offices

Offices are provided by the university for all faculty members and are assigned by the office of the Dean of Academic Affairs. Whenever a faculty member wishes to transfer equipment, he should request approval from the Business Manager and service from the maintenance department on proper forms. Such change (s) should first be cleared through the inventory control officer.

7.20 Classrooms and the Scheduling of Classes

Tentative schedules should be discussed with the instructors within the department prior to submission to the Office of the Dean of Academic Affairs for final approval. The schedule of classes is organized to meet the students' curricular needs. Class changes, therefore, are to be made only through the joint action of the department head, division chairman, Registrar, and Dean of Academic Affairs. Requests for these schedule changes are made on form.

7.21 Scheduling of Space

The assignment of space in university buildings for instructional purposes is the responsibility of the office of the Registrar which gives preference to the department for which the facilities were designed. All space assignments, for instructional or non-instructional purposes, are subject to review and change by the Dean of Academic Affairs depending upon the university's overall needs.

Approval for use of university facilities for non-university functions must be obtained from the office of the Vice President. University regulations regarding smoking must be observed. (Section 10.16) These are for safety and cleanliness. The approval of the maintenance department must be secured for any decorations to be used in a building

7.22 Responsibilities of Faculty Members

7.22.1 Student-related Responsibilities

a. Responsibility to deal seriously and conscientiously with the teaching assignment, including careful planning of courses, preparation of lectures, regularity in meeting schedules classes, clearly informing students of course requirements, and fair and impartial grading according to standards establsihed by the university.

b. Recognition that students deserve respect as individuals and have certain rights that must be protected. This encompasses an active interest in individual academic and personal problems of students, the giving of mature professional advice, courteous treatment of students in class, and keeping in confidence personal information about students which may come to the faculty member's attention in his role as counselor.

c. Recognition that the faculty member serves as a model and exercises a great influence in shaping young minds. This being true, he must try to set a high standard in:

   i. Academic and scholarly excellence
   ii. Personal integrity
   iii. Professional ethics

d. Recognition that in his influential classroom role he is morally bound not to take advantage of his position by repeatedly introducing into his classes discussions of subject matter outside the scope of the course and not within his field of professional competence.

7.22.2 Professional Responsibilities

a. Special responsibility to keep up to date with developing knowledge in his academic discipline through familiarity with recent publications and journals and participation in local, regional or national professional societies and meetings where appropriate.

b. Responsibility to seek ways of improving his effectiveness as a teacher, exploring new ways of presenting academic subject matter, motivating students, and improving methods of evaluating student proformance.

c. Responsibility to advance knowledge in his academic discipline through individual research, creative writing and analysis, and presenting papers at colloquims or professional meetings.

d. Responsibility to assist faculty colleagues in academic department and college activities including:

   i. Contributing to curriculum studies at both the departmental and university levels.
   ii. Participating in all department and university faculty meetings for the better operation and strengthening of the educational program of the institution.
   iii. Carrying a fair share of the burden of special faculty committee assignments, including particpation in such bodies as curriculum committees and honors programs committees as well as sharing in joint faculty responsibilities such as registration counseling and examination proctoring.

e. Responsibility to exercise an active role in protecting and enhancing the academic and professional standing of the faculty by:

   i. Assisting with recruitment of competent new faculty members.
   ii. Giving appropriate recommendations regarding promotion or tenure appointments for able faculty colleagues.
   iii. Recommending the removal of colleagues who, after fair heaing, have been proved incompetent, guilty of moral turpitude or gross misconduct, or lacking in personal or professional integrity.

f. Responsibility to demonstrate respect for the right of others in the university community to hold divergent opinions, including other faculty members. students and administrators.

7.22.3 Institutional Responsibilities

It is reasonable for an employing institution to expect that a faculty member will:

a. Conscientiously fulfill all the contractual obligations for the period of time agreed and that he will give the institution reasonable notice when resigning to accept another position.

b. Make conscientious use of the funds of the institution entrusted to his care, such as those allocated to budgets of academic departments or special research projects.

c. Make every effort to avoid professional and personal actions which may cause economic loss or legal embarassment to his institution.

d. Without specific permission, avoid use of university resources, equipment, or labor for his own personal gain in research or sonsulting projects in which he may be interested.

e. Give reasonable support to general institutional activities by participating as a faculty representative at meetings such as convocations (assembilies), commencement exercises, and honors day assemblies.

f. Commit himself to a reasonable amount of service on universitywide committees such as faculty senate committees, committees on student discipline, and library operations.

g. In making public statement of his views, indicate clearly that he does not speak as a respresentative of the institution but as an independent scholar and citizen.

7.23 Commencement

All faculty members are required to participate in commencement exercises unless excused in writing by the Dean of Academic Affairs.

7.24 Roll Books

Roll Books must be filed with the Office of the Registrar at the end of each semester. Each roll book should contain at least the following:

a. The name and student number of each student who officially enrolled in each course taught by the instructor submitting the roll book.

b. A grade (score) for a minimum of four tests (quizzes, examinations) for each semester.

c. A scale or method for interpreting the grading (evaluation) system used.

d. A copy of each withdrawal or drop form received from the Registrars' Office. These forms should be stapled to the inside of the back cover.

7.25 Grades and Grade Reporting

Grading standards should be consistent with the grading standards of the university (Refer to the University Bulletin or Grading System and Other Procedures of the Registrar's Office). Students should be encouraged to understand the grading standards of the university. Grade reporting is done twice each semester--at mid-term and for final examination. The Registrar's Office supplies instructions for submitting grades at each of these times.

8. MATTERS OF PROFESSIONAL INTEREST

8.1 Educational Opportunities

Any member of the administrative or instructional staffs of the University who wishes to undertake graduate study is encouraged to seek admission to the school of his choice in the vicinity. The course load and time(s) are to be approved by the Dean of Academic Affairs, Division Chairman and Department Head.

8.2 Library

Students may borrow books from the library for two-week periods--except for reference books and reserve books. Books in frequent demand for a course will be placed on the reserve shelves by faculty request. Books are routinely taken from reserve status if the course is not carried through the following semester. Faculty members may place books on a three or seven day circulation period in lieu of placing them on reserve.

Each department should assume the responsibility for building and maintaining the library collection in its field by submitting periodically to the Librarian a list of pertinent books, periodicals, and reference materials. Order forms may be secured from Department Chairmen and books should be requested at least eight weeks before they are needed. Each Department Chairman will appoint a Library Coordinator to build and maintain the library in its field. The Coordinator will file with Divisional and Departmental Chairmen and the Dean a copy of each book order form. Lists of new titles are sent to each faculty member periodically. Faculty members may borrow books for one semester. They may also request, if need be, that the librarian secure material from other libraries through inter-library loan.

8.3 Organization

A chapter of the American Association of University Professors is found at Southern University in New Orleans. Membership information may be obtained from the Office of the Academic Dean.

9. POLICIES AND PROCEDURES

9.1 Professional Ethics

All teachers are expected to:

a. Refrain from discussing, in a negative manner, the affairs of the University with students or persons not connected with the University.

b. Respect students as individuals without relinquishing responsibilities as counselors.

c. Implement policies through adherence to general practices of the University by:

> Following proper channels in securing information, supplies, and services, and giving sincere cooperation in any instance where the general program of the University is concerned.

d. Refrain from using materials, supplies and equipment for personal purposes.

9.2 Developmental Activities

Developmental courses are offered in the areas of reading, writing, and mathematics. The University encourages individual instructors in all courses to offer extra-help sessions for students requiring such services. The instructor is prohibited from tutoring for renumeration students enrolled in courses in his discipline.

9.3 Field Trips

All trips must be authorized in writing by the office of the Dean of Academic Affairs before the completed form is submitted to the personnel office.

Forms for off-campus trips may be secured from the office of Student Personnel. For additional information, see the Student Handbook.

9.4 Use of University Stationery

Staff members should use Southern University in New Orleans stationery for official correspondence only. Southern University in New Orleans does not permit the use of its stationery for announcements, advertisements, publications, or reports, if such use in any way implies University endorsement of any product or service.

9.5 Political Activities

It is consistent with the interests of the University that members of the Southern University in New Orleans staff be permitted to participate in the political and governmental activities of their home communities, under conditions which assure that the University will not become involved in any political activities or suffer from undue diversion of the interests of its employees.

9.6 Collections and Donations

Canvassing, peddling, and soliciting are not permitted on the grounds or in the buildings of the University without written permission from the Office of the Vice President. Infractions may be reported to the Director of the Physical Plant.

Annual canvasses for charitable contributions will be approved by the University.

9.7 Personal Conduct

9.7.1 Disciplinary Procedures

Disciplinary procedures outlined below shall apply to any person who commits or attempts to commit any of the following acts of misconduct:

a. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university/college - authorized event.

b. Unauthorized occupation or unauthorized entry into any university/college facility,

c. Physical abuse or threat thereof against any person on campus or at any university/college - authorized event, or other conduct which threatens or endangers the health or safety of any such person.

d. Theft or damage to property of the university/college or to a person on the campus.

e. Intentional interference with the right of access to university/college facilities or with any lawful right of any person on the campus.

f. Setting a fire on the campus without proper authority.

g. Unauthorized use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances or materials.

h. Aiding or inciting others to commit any act of misconduct set forth above.

9.7.2 Sanctions

Any member of the faculty or staff who is found to have violated any of the rules of personal conduct may be sanctioned up to and including suspension, expulsion, or dismissal. If the violation is found to be of a serious nature, such member of the faculty or staff shall, at a minimum, be suspended or dismissed for one academic year. A faculty or staff member shall receive no salary during a dismissal period.

9.8 Outside Employment and Other Outside Activities

a. Faculty members may not accept outside employment without proper clearance from the Vice President in charge of SUNO.

b. Faculty members may engage in outside activities that that do not interfere with their responsibilities to the school.

9.9 Resignations

Members of the faculty who anticipate resigning at the end of the academic year should submit a letter to this effect at least two (2) months in advance through channels to the Vice President in charge of SUNO.

9.10 Misuse of Property and Materials

The Louisiana State Code specifically prohibits the giving away of State money or property to an individual or association. No employee of SUNO shall purchase or sell, borrow or use in any way whatsoever, directly or indirectly, any materials or property belonging to SUNO except through such procedures as the board or the president or vice president in charge of SUNO may prescribe. All personnel are responsible for the proper use, maintenance, and care of State property used in their work, and for the security and the safety of others.

10. FACILITIES AND SERVICES

10.1 Bookstore

The University bookstore stocks all textbooks and other materials prescribed for use in the university in sufficient quantity to meet the demands of the students.

Heads of departments should furnish the Office of the Dean of Academic Affairs the list of textbooks to be used in projected courses.

It is advisable to use a basic text for at least two years. To avoid an oversupply of stock in the bookstore at any given time, one should avoid too frequent changes of textbooks. Desk copies may be secured from the publishers upon written request by the instructor.

10.2 Audio-Visual Center

This center handles procurement and distribution of all types of audio-visual instructional materials. These are loaned free to staff members and students in classes or meetings related to instructional programs. (Room 109 - Education Building)

10.3 Duplicating Services

The University provides a general services department which supplies duplicating services to units of the university and faculty members. In order to obtain these services, the faculty is asked to adhere to the following regulations:

a. Material to be duplicated must be submitted 24 hours before needed.

b. Material to be typed and duplicated must be submitted 48 hours before needed.

c. Only authorized persons will be permitted to use equipment in the department.

10.4 Telephone, Telegram, and Mail Services

Out-going and in-coming long distance telephone calls and telegrams are handled through the university switchboard. The university provides facilities on the second floor of the Administration Building (Room 218) for handling out-going regular U. S. mail, in-coming U. S. mail, and campus mail.

10.5 Purchasing Procedures

The university maintains a purchasing department for the proper and uniform handling of purchases for and delivery to university units. Each department should follow the proper purchasing procedures as outlined in the purchasing manuals. This manual may be secured from the Business Office.

10.6 University Property

All university equipment is numbered and a record is maintained by the stores officer. He maintains a complete inventory of capital equipment and upon request can provide the location of any specific item. The original purchase information, such as date, cost, and vendor is available in the office of the purchasing agent.

Each staff member is custodian of all capital equipment in the area(s) under his supervision. His inventory should include equipment beyond repair, lost or stolen equipment, and excess equipment. Under no circumstances should university equipment be removed from a department, an office, or discarded prior to receiving proper authorization from the Office of the Academic Dean and Business Manager. Also, no property of the university may be moved from a building or the grounds without receiving authorization from the Business Manager. Each supervisor and/or department head must make an annual inventory report of all property used or placed in his jurisdiction during the year.

10.7 Vehicles

a. Requests for the use of university vehicles must be made through the Office of the Superintendent of Buildings and Grounds. The Business Manager approves all local travel requests. The Vice President approves all out-of-town travel requests. Requests must be submitted on proper forms at least 24 hours prior to the proposed time of departure.

b. The use of private cars for travel on school business is discouraged. However, private cars may be used for local travel in behalf of the university, if authorized by the Business Manager or for out-of-town travel, if authorized by the Vice President. Reporting of expenses must be made on official forms provided by the Business Office.

c. State law requires the university to provide liability insurance on all state vehicles.

10.8 Maintenance Services

The Department of Buildings and Grounds is responsible for the maintenance of the physical plant of the school. The department performs preventative maintenance on all campus buildings and equipment with the exception of laboratory equipment. All requests for service should be made to the Department of Buildings and Grounds.

10.9 Emergency Services

If an emergency arises in connection with service of utilities, it should be referred to the Department of Buildings and Grounds. Emergencies occuring outside of a regular school day should be reported to the Campus Police on duty.

10.10 Keys

All keys are issued from the Office of the Supervisor of Buildings and Grounds. Instructors may secure keys by completing a key-lock request form and submitting it to the aforementioned office. Forms are secured from the Office of Operations and Maintenance. A teacher may request that a member of the Maintenance Department open his/her door in an emergency. Do not request entry into area(s) other than your own.

10.11 Lost and Found

The Office of Student Personnel maintains a lost and found service in Room 112 of the Administration Building. Lost items may be turned over to the Campus Policemen or taken directly to the Office of Student Personnel. These items may be claimed if proof of ownership is established.

10.12 Police

The function of the SUNO Campus Police is to help provide a safe and secure university community. Officers are deputized as state university and college police officers under state law and are responsible for the maintenance of law and order on property under university control.

10.13 Emergency and First Aid

Emergency medical care is available at the Student Health Service. This office is located on the first floor of the Administration Building. (Room 110)

10.14 Parking and Traffic Regulations

Every faculty and staff member who desires to park an automobile on campus must register his vehicle with the Campus Police. This office is located on the first floor of the Administration Building. (Room 111) Upon completing the application for registration, the faculty or staff member will be issued a decal. The decal indicates the right to park on campus.

Upon application to register his car, a faculty or staff member will receive written instructions regarding compulsory liability coverage, parking areas, and traffic regulations. All faculty, staff, and students are subject to the regulations. Violations of the regulations expose the faculty member to reprimands and/or fines. Continued violation may result in the withdrawal of university parking privileges. Refusal to voluntarily pay fines will result in action by the Office of the Academic Dean and Business Manager.

10.15 Request for Use of Classrooms and Other Areas

Inquiries regarding allocation of space should be referred to the Office of the Academic Dean. Assignment of rooms allocated for instructional use is the responsibility of the Registrar. All changes and conflicts in the assignment of classroom space are resolved by him. The use of university facilities and services by individuals or groups for other than official scheduled classes and laboratories is scheduled by processing an application for Scheduled Event Form, obtainable in the Business Office. Policies and procedures regarding such use of facilities for university and off-campus groups may be obtained from the Business Office.

10.16 Smoking in Buildings

Smoking is not permitted in classrooms or indoor laboratories between 8 a.m. and 5 p.m. or during evening classes. When an instructional room is used for a scheduled meeting other than a class, smoking is permitted if the scheduling group provides ashtrays or other acceptable receptacles. Smoking is not permitted in the gymnasium or the library except in offices and conference rooms.

11. MATTERS OF GENERAL INTEREST

11.1 Publicity and Public Relations

By virture of their importance, publicity and public relations are coordinated by a single officer for all units of the university. Thus, any material for any of the news media should be channeled through or have the clearance of the Public Relations Officer. In addition to functioning as the liaison officer between the university and the general public, the public relations officer acts as an advisor to groups on campus which organize and promote projects which require public understanding and support. It is suggested that all newsworthy events be called up to the Public Relations Officer or ask to have an interview.

11.2 Publications

Southern University in New Orleans publishes the Southern University in New Orleans Bulletin, a biennial publication and official catalog of the university. Copies of the current issue may be obtained from the Office of the Registrar.

The Summer School Announcement is issued annually by the university and contains information relative to the current summer session.

The Instructional Bulletin contains information relevant to students and their records, general information for faculty and Academic Dean, and is issued by the Office of the Academic Dean.

Purchasing procedures are to be found in the Purchasing Manual issued by the Business Office.

For telephone numbers and office locations of faculty and staff members, the SUNO Campus Directory should be consulted. Copies may be obtained from the Office of the Vice President.

The Faculty Handbook is the official guide for all matters relating to instruction and employment for faculty members. This manual is issued to all members of the faculty from the Office of the Academic Dean.

11.3 Recreational and Cultural Events

11.3.1 Athletics

The intercollegiate athletic program embraces four (4) sports, two major - basketball and track; two minor, tennis and golf. There is presently a City Series in basketball involving round robin play among Dillard, Xavier, UNO, Tulane, and SUNO.

11.3.2 Athletic Facilities

The SUNO gymnasium serves as the focal point for most athletic activities. In addition, located adjacent to the campus are the Pontchartrain Park golf course, sports stadium, and tennis courts. There is a nominal fee for admission to the golf course and for certain events in the Pontchartrain Lake Front area, which affords excellent facilities for picnics and various water sports.

11.3.3 Lycea

Each year through its lyceum program, the university presents artists of international renown in concert and recital. In the past, such artists as Jose Greco, Leon Bibbs, McHenry Boatwright, William Warfield and Les Danseurs Africians have been presented. Admission to these events is generally very reasonable or free for the faculty.

11.3.4 The Southern University in New Orleans Little Theater

Classic and contemporary plays are presented by the Southern University in New Orleans Little Theater--a student-faculty organization--throughout the school year. Faculty members are invited to participate in all phases of the productions.

11.3.5 The University Band and Choral Society

This student organization presents several concerts during the school year, for which no admission is charged.

11.3.4 Museums

Seven museums are of special interest to those in the New Orleans area. The State Museum, located in the Cabildo and other nearby buildings, contains many rare exhibits depicting aspects of Louisiana history. For Civil War buffs, Memorial Hall, at Howard and Camp Streets, provides a fine collection of relics. Extensive collections of classical and contemporary art are available for viewing at the Delgado Museum in City Park. The history of medicine in New Orleans is well represented in collections at the Pharmaceutical Museum at 514 Chartres Street. Another fine collection is the Mayan Art group at the Institute of Middle American Research - Tulane University. The Wildlife and Fisheries Building at 400 Royal Street houses a museum devoted entirely to the animal and aquatic life of Louisiana. Finally, in honor of the jazz tradition which began in New Orleans, the New Orleans Jazz Club maintains at 1010 Dumaine Street an extensive collection of memorabilia devoted to the history of jazz.

11.3.7 The Vieux Carre

The Vieux Carre (The French Quarter), the site of the original settlement of New Orleans, exists today essentially as it did when laid out by Bienville's engineers on the crescent of the Mississippi River (thus, the name "Crescent City"). The streets still bear the same names and in most cases are straight, not conforming to the curve of the river. The section consists of thirteen blocks between Rampart Street and the River.

11.3.8 Cultural Events

Musical activities held during the year include symphony concerts by the New Orleans Philharmonic Symphony Orchestra and Operas by the New Orleans Opera House Association. Other musical events include: The Summer Pops concert series, the New Orleans Jazz Club Concerts, and musicals and operas by the New Orleans Recreational Department.

11.3.9 Horse Racing

The Fair Grounds race track opens its season each year on Thanksgiving Day. Racing is held at this famous track six (6) days a week for approximately 100 racing days each year. Many special races and handicaps are held during the season, which coincides with some of the greater attractions on the New Orleans calendar, including the Mid-Winter Sports Carnival, featuring the Sugar Bowl Football Game, and Mardi Gras season.

The Jefferson Downs Track, located in Metairie, conducts a spring-summer meeting each year featuring night racing. The track is conveniently located to downtown New Orleans, and can be reached by Airline Highway, Veterans Highway, or Interstate 10.

The New Orleans Saints will begin their eighth year in the National Football League. This expansion team caught the fancy of all New Orleanians during the first two years of existence - averaging better than 65,000 attendance. The New Orleans Jazz is the local entry in the American Basketball Association.

11.3.10 Educational Institutions

New Orleans has many educational institutions for post-secondary learning. There are three Black institutions--Southern University in New Orleans, Dillard University, and Xavier University of Louisiana; six other colleges and/or universities among them--the University of New Orleans, and Newcomb College for Women; two community colleges, two medical colleges; one dental school; three seminaries; conservatories of music; and many schools with special academic education.

APPENDIX 1

The University Senate

ARTICLE I: THE UNIVERSITY ASSEMBLY

Section 1: Membership

The University Assembly shall consist of the Vice President of the University, chief officers in charge of academic, financial, administrative and student affairs, the Librarian, the Registrar, and all faculty members.

Section 2: Officers

The Vice President of the University shall be the chairman of the Assembly and the Dean for Academic Affairs shall be the vice chairman. The secretary shall be appointed from the faculty by the President of the University.

Section 3: Meetings

a. The Assembly shall meet at least once each semester. Special meetings shall be called by the Vice President of the University.

b. The agenda shall be prepared by the Vice President and may include any matter requested by the University Senate.

c. The secretary shall send notices at least five days prior to the meeting date.

Section 4: Function

a. To receive information from the Vice President and other members of the administration.

b. To receive reports from the University Senate.

c. To direct the Senate to include certain matter on its agenda and to make studies which may be appropriate with respect to any matter of concern to the Assembly.

d. To act as a referendum body on questions referred to it by the Senate.

APPENDIX 2

ARTICLE II: THE UNIVERSITY SENATE

Section 1: Organization and Function

a. The Senate is the representative and deliberative body of the campus.

b. The Senate shall have the power to review, evaluate, and recommend educational policies and practices of the university. It may provide for appropriate faculty discussion of any academic policy or practice affecting the university and recommend its views to the administrative officers. It shall facilitate and encourage communication within the university, among the divisions and departments, and reciprocally among Faculty, student body, and the administration.

c. The Senate shall act in a consultative capacity when the establishment of new departments or divisions is considered or when new degrees are proposed.

d. The Senate shall have the right to express itself concerning policies and procedures already established in cases involving conscience or academic freedom.

e. The presiding officer of the Senate shall be the Vice President in charge of SUNO, and in his absence the Dean of Academic Affairs. The presiding officer may appoint a Secretary of the Senate.

f. The Senate shall hold meetings at least four times each year, normally during August, December, March, and May. Additional meetings may be called at the discretion of the Chairman of the Senate, or upon written request of 1/3 of the members of the Senate. A majority of the voting members of the Senate shall constitute a quorum. Except for executive sessions, all meetings of the Senate shall be open to Faculty members.

g. The Senate may establish such committees and subcommittees as it chooses to aid in the performance of its duties, and may invite faculty members and students who are not members of the Senate to serve on these committees and subcommittees.

Section 2: Membership

a. There shall be two classes of members: Ex-Officio members and Elected members.

b. Ex-Officio members

1. The Vice President in charge of SUNO
2. The Dean of Academic Affairs
3. Business Manager
4. Dean of Students
5. Director of Planning
6. Associate Dean of Academic Affairs
7. The Assistant to the Vice President
8. Registrar
9. Librarian
10. Student SGA President
11. Continuing Education Director

c. Elected members

1. Any member of the faculty with the rank of Assistant Professor or above and three years service at Southern University in New Orleans is eligible for election to membership in the University Senate.

2. Members shall be elected for staggered terms of three years.

3. In the event no member of a department is eligible for election to the University Senate, the department head shall be deemed eligible.

d. Make-up of the University Senate

1. The number of ex-officio members may not exceed thirty percent of the total membership.

2. On the basis of the present faculty, the number of representatives of each division shall be as follows:

Business	2
Education	4
Humanities	4
Science	4
Social Science	3
	17

e. There shall be four members-at-large.

f. For organizational purposes of the Senate, the Divisions are made up of the following:

1.	Commerce	Accounting Business Administration Economics Office Administration
2.	Education	Library Education Health & Physical Education Freshman Studies
3.	Humanities	Art English Modern Foreign Languages Music Philosophy Speech
4.	Science	Biology . Chemistry Mathematics Physics Psychology
5.	Social Science	Geography History Political Science Sociology & Social Welfare
6.	Student Membership	Student Membership
7.	Staff Representative	Staff Representative

g. The number of representatives allowed each Division shall be reviewed by the Senate every two (2) years.

h. No department may have more than fifty percent (50%) of the divisional representatives.

i. Committee Membership

Chairmen of Senate Committees shall be members of the Senate, but membership on a committee requires only faculty status. Students may serve on selected committees at the discretion of the Senate.

Section 3: Election Procedures

a. Elections

There shall be an election, by secret ballot, as early as is practical in the beginning of the school year for the members-at-large. Each voter shall cast as many votes as there are vacancies. The divisional representatives shall be elected two weeks later.

b. Terms of Office

The term of office shall be for three (3) years. Initially, one-third of the membership shall be elected for one year, one-third for two years, and one-third for three years.

c. Vacancies

In the event that a vacancy occurs, the division concerned shall, as soon as is practical, call a special election to elect a representative to complete the unexpired term.

d. Recall

A division shall have the right, with due cause, to recall its senate representative(s).

Section 4: The Duties of the Committees of the University Senate

a. The Steering Committee

The Steering Committee will deal with the agenda of the University Senate; and with jurisdictional matters of the various committees.

b. The Committee on Committees

The Committee on Committees will recommend members for the various committees; and will recommend new members in the event of resignations. The committee will also recommend to the Senate the creation of new committees as needed.

c. The Committee on Faculty Affairs

The Committee on Faculty Affairs will deal with questions of academic freedom, faculty welfare, faculty ethics and conduct, and instructional matters.

d. The Admissions Committee

The Admissions Committee will determine and administer entrance requirements of transfer applicants and readmit applicants of exceptional cases, social or academic.

e. The Curriculum Committee

The Curriculum Committee will recommend approval or rejection of changes, deletions, additions, or innovations in the curriculum and degree programs. It will be responsible for the maintenance and publication of the college catalogue. It will serve as a liaison between faculty and administration in matters of curriculum. It will recommend the conferring of degrees. The chairman of the Curriculum Committee will be an ex-officio member of the Admissions Committee.

f. The Committee on Planning and Development

The Committee on Planning and Development will recommend and advise the University Senate about changes in the physical plant of the University.

g. The Student Affairs Committee

The Student Affairs Committee will deal with matters of student welfare, campus conduct, discipline, and extra-curricular activities.

The following sub-committees will serve:

1. Discipline Committee
2. Assembly Committee

3. Student Welfare
4. Publication
5. Extra-Curricular
6. Honors

h. The Library Committee

The Library Committee will be concerned with the general welfare of the Library, will consult with the librarian as to the establishment of policies, especially those of a public service nature in the operation of the library; and will be concerned with the maintenance of liaison among faculty, library, and university administration.

APPENDIX 3

ARTICLE III: SENATE COORDINATING COUNCIL FOR THE SOUTHERN UNIVERSITY SYSTEM

Section 1: Officers and Membership

a. The presiding officer of the Senate Coordinating Council shall be the President of the University. In the absence of the President, the Vice President for Academic Affairs shall preside.

b. The Senate Coordinating Council shall be comprised of twelve members, six of whom shall be elected by the Baton Rouge Senate, four by the New Orleans Senate, and two by the Shreveport-Bossier Senate. Any member of the Senate at each campus shall be eligible for election to this Council. The term of office shall be three years, except for some of those elected at the beginning of each Senate, at which time one-third shall be elected for a one-year term, one-third for a two-year term, and the remaining one-third for a three-year term. No member may serve for more than two consecutive terms but may be elected again after the lapse of one or more years following such membership. The Council shall select a secretary from among its members. A quorum shall consist of seven members, including at least one representative of each senate.

Section 2: Function

a. The Senate Coordinating Council shall consider all matters acted on by any of the three Senates to determine whether an action affects general University policy. Should the council find a matter to be of concern to more than one campus, it shall refer the matter to the other Senate or Senates for consideration and recommendation. Any proposed amendment to the Statutes of the University submitted by one Senate shall be transmitted by the Senate Coordinating Council to the other Senates. The Council shall endeavor to promote agreement of the three Senates; and where this is not possible, the Council shall transmit its recommendations to the President. The Council, in acting on issues on which the Senates disagree, shall notify the several Senates of its proposed recommendations so that any objection to or appeal from such recommendations by any Senate may accompany the recommendations of the Council to the President.

b. The Council shall meet at least twice per academic year and at such intervals as to permit expeditious consideration of matters acted upon by the several Senates.

APPENDIX 4

THE ACADEMIC DEPARTMENT CHAIRMAN

Academic department chairmen are appointed by the Vice President after approval by the board. This is done upon the recommendation of the division chairman and the dean for academic affairs after consultation with the faculty accroding to the following procedures:

I. Screening Committees

A. For existing departments - the fulltime faculty members with more years of service will select three members, with one or more years of service each, of the department to serve on a screening committee of six members. The division chairman, associate dean for academic affairs and dean for academic affairs will be ex-officio members of this committee and will meet with the three faculty members in the screening process.

B. When departments and other organizational units, whether because of newness, size, leaves of absence, or other reasons, have fewer than two member other than the department head to make personnel recommendations, a screening committee will be established by the division chairman in consultation with the department heads of the division. The committee will consist of two department heads and two faculty members, no more than two from the same department. The division chairman, the dean for academic affairs and the associate academic dean are ex-officio members of this committee and will meet with the two department heads and the two faculty members in the screening process.

II. Nominees

A. The screening committees will seek names of candidates from all sources.

B. Candidates may be from within or outside the department; however, priority should be given members of the department.

C. The committee will submit to the division chairman an unranked list of two or three candidates for department head.

D. The chairman, with the concurrence of the dean for academic affairs, will recommend to the vice president one name for head. The vice president will make the appointment after approval by the board.

E. If the department faculty fails to elect a committee or the committee fails to agree on a list of names, the chairmen and dean for academic affairs will recommend to the vice president the name of an acting chairman for one year or until such time as the screening committee recommends a chairman.

III. Service

Department heads serve for a period of three years (Section 4.4 Department Heads)

IV. Resignation Procedure

A. The department head may resign and return to fulltime teaching at any time, subject to the conditions in IV B, below.

B. The department head will continue his duties to the end of the academic year, or until he is replaced by an acting or appointed department chairman, whichever is earlier.

C. Upon receipt of the resignation, in writing from the vice president, the dean will contact the appropriate division chairman and then the fulltime faculty of the concerned department to initiate the selection procedure.

V. Procedure

A. By means of an annual performance evaluation, the division chairman will appraise the department head's effectiveness.

B. The division chairman and the dean for academic affairs will review the performance of the department head in consultation with the department faculty (exclusive of the department head) once every two years.

C. A majority (exclusive of the department head) of all fulltime department members with one or more years of service, may request a special review of the department head.

1. Such a request for review may be made at any time during the academic year, but not more than once a year.

2. In the interest of fairness, the review should present to the department head the specific complaints against him and should provide for his reply. After the review, the faculty (exclusive of the head) meeting with the division chairman will make their recommendation to the vice president via the dean for academic affairs.

3. If requested by a majority of the faculty (exclusive of the department head) or the vice president, the division chairman, the associate dean and/or dean for academic affairs will be included in the review.

APPENDIX 5

PERMANENT APPOINTMENTS FOR ADMINISTRATIVE PERSONNEL

I. Original Evaluation

Not less than six months prior to the date on which an administrative staff member is to complete two consecutive years of fulltime service, the personnel office will notify the employee's supervisor of the date on which the individual will become permanent if reappointed. A copy of the notification will be sent to the vice president.

II. Additional Recommendations

A. The supervisor will evaluate the individual and will submit his recommendation through administrative channels to arrive in the office of the vice president within one month from the date of receipt of the notification.

B. The vice president will forward the recommendation together with his one recommendation to the president by no later than four months prior to the proposed date of reappointment or separation.

III. Notification

A. The president will notify the staff member of his decision not less than three months prior to the date of reappointment or separation.

B. Notice of termination of employment may not be appealed through the use of established grievance procedures.

THE EVALUATION OF ADMINISTRATIVE EMPLOYEES

Personnel evaluating administrative employees review these employees on the basis of their ability and knowledge of their own work and of the work and organization of their subordinates. When evaluating administrative employees, the evaluator should consider their judgment, drive, planning, organization, leadership ability, human relations, ability to make decisions and to communicate, and vision.

APPENDIX 6

(SAMPLE)

Performance Evaluation for Administrative Employee

Evaluee ____

Position ______________________ Evaluation Date ______________________

Department and Division ______________________________________

Evaluation for

- ☐ 6th month
- ☐ 12th month
- ☐ 18th month
- ☐ permanent appointment
- ☐ promotion
- ☐ annual

This form should reflect the performance during the previous evaluation period and include both points of merit and suggested areas for improvement.

Recommended for

	1st Evaluator		2nd Evaluator	
	Yes	No	Yes	No
Permanent Appointment				
Promotion				

1. Basic Administrative Abilities - Include such characteristics as knowledge of the job, planning organizing, communication.

POINTS OF MERIT:

AREAS & SUGGESTIONS FOR IMPROVEMENT:

II. Leadership Abilities - Include such characteristics as willingness to accept responsibility with all segments of the university, ability to make decisions, vision, judgement.

POINTS OF MERIT:

AREAS & SUGGESTIONS FOR IMPROVEMENT:

III. Contributions to the university - Include here concrete evidence of the application of administrative and leadership abilities for the benefit of the university community.

POINTS OF MERIT:

AREAS & SUGGESTIONS FOR IMPROVEMENT:

IV. Recommendation - State here your specific recommendation, if any (i.e. promotion, permanent appointment, etc.), and summarize your reasons based on facts brought out in I, II, and III.

Signature of 1st Evaluator

Date____________________

Signature of 2nd Evaluator

Date____________________

I have read the above evaluation

Signature of Evaluee

Date____________________

APPENDIX 7

PERFORMANCE EVALUATION

I. Evaluation Procedure for Academic Personnel

A. A report of performance form included following this appendix is used in the evaluation process.

B. This form must include those items from the evaluation pertinent to the personnel action being considered. The report form requires an identification of the sources used, such as students, peer group, class visitations, and documents supplied by the evaluatee. The evaluatee is expected to provide a comment to indicate his reaction to the evaluation and recommendation.

C. The report of performance separates the evaluation report into three areas and a summary: (1) teaching performance, (2) professional growth, and (3) service to college and community. This is not intended to indicate that each area is equally important for all disciplines and all people at all times, but only to indicate that these areas identify elements which must be present to be compatible with the goals of the university. The summary shall relate the evaluation to the personnel action under consideration and indicate specific elements applicable to the recommendation whether part of, or in addition to, those items already mentioned.

D. The report of performance shall be signed by the evaluator and the person evaluated. The division chairman will add comments necessary for the personnel action under consideration and shall sign. Appended to this report will be statements from the department's faculty (either by committee or individually) and any other documents the faculty member being evaluated, the evaluator, or the division chairman feel are pertinent.

E. Administrative recommendations and decisions regarding promotion and tenure shall normally conform with the recommendations of the faculty committee. Administrative recommednations and decisions shall be made with full explanation of reasons to those parties concerned, including, departmental committees, when such recommendations are contrary to lower level recommendations, or when the recommendations result from a choice between conflicting recommendations. It is understood that there may be exceptional circumstances where it would not be possible to make such an explanation to the parties concerned. In such a situation the vice president will consult with the chairman of the University Senate Committee regarding the matter.

APPENDIX 8

(SAMPLE)
PERFORMANCE EVALUATION FORM

Evaluee ______________________ Evaluator ______________________

Department ______________________ Evaluation Date ______________________

Evaluation for			Year	Recommendations			
			2nd 3rd 4th		Faculty	Dept. Head	Dean
A.	Appointment	( )	for		+ -	+ -	+ -
B.	Tenure	( )		A.	( ) ( )	( ) ( )	( ) ( )
C.	Promotion	( )	to __________	B.	( ) ( )	( ) ( )	( ) ( )
D.	Annual	( )	(rank)	C.	( ) ( )	( ) ( )	( ) ( )

REPORT OF PERFORMANCE

In accordance with the Faculty Manual, this Report of Performance consists of four parts: I. Teaching Performance; II. Professional Growth; III. Service to University and Community; and IV. Summary.

Inasmuch as this is the periodic evaluation, the evaluator should review effectiveness of the faculty member during this evaluation period. The evaluation should reflect both (1) points of merit and (2) suggested areas for improvement. If additional space is needed, use the reverse of the pages.

I. Teaching Performance. Consider such factors as the faculty member's competence in his discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, methods of evaluating student achievement, effectiveness of student consultations, and other factors contributing to his performance as a teacher.

Points of Merit:

Areas and Suggestions for Improvement:

II. Professional Growth: Consider such factors as the faculty member's research and creative activity, participation in professional societies, consulting practices, publications, and further academic study.

Points of Merit:

Areas and Suggestions for Improvement:

III. Service to university and community: Consider such factors as the faculty member's participation in co-curricular activities, department, school, and university affairs, and service in community affairs.

Points of Merit:

Areas and Suggestions for Improvement:

IV. Summary: Relate the faculty member's accomplishments to your recommendation or evaluation. (Reference any resources used for evaluation; such as, student input, faculty colleagues, class visitation, conferences, and materials from faculty members.)

Date____________________ Evaluator____________________

Evaluee's Statement:

I have read this Evaluation and

( ) agree with it
( ) do not agree with it

Date____________________________Signature________________________

Evaluee's Comments:

Division Chairman's Comments:

Date________________________________Division Chairman________________________

(Adopted from California State Polytechnic University, Pomona.)

APPENDIX 9

RETURN TO TEACHING RIGHTS

The right to return to teaching is subject to these provisions and applies to all academic employees who accept an academic-administrative assignment.

I. Appointment

A. New Employee: Prior to the time when a new academic employee is appointed directly into an academic-administrative assignment below the level of dean and at the point where he is viewed as the top candidated (in order to avoid conflict with the principle of confidentiality), the dean for academic affairs should provide the appropriate instructional department with a convenient opportunity, if possible to interview the candidate, and an opportunity to examine his resume and application. Prior to appointment, and after consultation with senior members, the department head should submit a written recommendation concerning the candidate's qualifications as a potential instructor in the department.

B. Current Employee: Prior to the time when an academic employee plans to leave his faculty classroom assignment and accept an academic-administrative assignment, below the level of dean, he should consult with his department head regarding the implications of his move. Prior to reassignment, and after consultation with senior members, the department head should submit a written commitment concerning the instructor's teaching return rights.

II. Valid Period of Teaching Return Rights

Commitments regarding teaching return rights should be extended to academic-administrative personnel for a period of five years, at the end of which time all parties concerned should review the continuance of the rights.

III. Teaching

While serving in an academic-administrative assignment, an academic employee shall teach at least one course in his academic discipline each academic year, and participate in appropriate academic seminars.

IV. Promotion, Tenure

At the time of promotion and/or academic tenure, the appropriate faculty of the department representing the teaching service area of the academic employee in an administrative position shall submit an evaluation on the individuals teaching performance to the employee's superior.

APPENDIX 10

FACULTY PERSONNEL FILES

This faculty personnel files policy is established to ensure that any faculty member will be aware of materials which have been included in any of his personnel files and so that such materials will be established as the primary basis for ultimate decision making in personnel matters.

Good personnel practices dictate that any faculty member should be clearly aware of judgments which have been made about him which relate to evaluation of professional and personal merit and the basis on which such judgments have and will be made. In addition to routine technical personnel records normally kept by the university which should always be available for inspection, materials which are used for recommendations and/or decision making on personnel matters should only be used with the prior knowledge of the individual who is the subject of such actions. How the prior knowledge is to be provided will be at the discretion of the dean* and deaprtment head.

The official file on each faculty member shall be kept in the office of the school with which that faculty member is affiliated, and the dean of that school shall be responsible for the maintenance of these files within the provisions of this policy. Other faculty personnel shall also be subject to this policy.

I. Personnel files shall be open to inspection at any mutually agreeable time by the individual faculty member who is the subject of the file and by those committees and administrators listed below.

These shall be:

A. The president and university vice president, the dean and associate dean and the chairman of the faculty member's department.

B. The chiarman of any official grievance committee hearing a case pertaining to the faculty member who is the subject of the file; and any committee chairman or individual to whom the dean and faculty member, who is the subject of the file, give authorization.

II. Materials shall be placed in faculty personnel files only by those individuals and committees listed in I-A and B above and by the individual who is the subject of the file. Letters of recommendation or confidential placement files used in the course of the original appointment of the faculty member shall not be accessible to the subject faculty member.

*The term "dean" as used in this document shall be construed to also include other academic units and their administrators.

III. Removal, amendment, and/or response to personnel file materials shall take place on the following bases:

A. The subject faculty member may request removal or amendment of any materials included in his file, or of materials which he regards as being erroneous or misleading. If the dean does not agree to the request for removal or amendment, the faculty member may appeal through the line organization.

B. The subject faculty member may add to his files any materials which he regards as a pertinent response to any other materials contained in his files. The addition of any materials derogatory of any other faculty, staff, or administrative member shall be an exception to the right to add materials.

C. Material may be removed from a file by an individual having access to the file only if the subject faculty member agrees.

D. Anonymous letters shall not be placed in a faculty member's file.

APPENDIX 11

CRITERIA FOR PROMOTION

(Revised - July 30, 1974)

ASSISTANT PROFESSOR	after a minimum of three years college teaching or relevant experience.*
ASSOCIATE PROFESSOR	after a minimum of seven years of college teaching (three of which must be at this institution) or relevant experience. A doctorate degree is required, but, in lieu of the doctorate, superior teaching and other exceptional contribution to the academic environment may be considered. It is expected that the person being considered will have done further study beyond the master's degree in his specific field.
PROFESSOR	after a minimum of ten years of college teaching (five of which must be at this institution) or relevant experience. A doctorate degree is required, but, in lieu of the doctorate, superior teaching and other exceptional contribution to the academic environment may be considered. It is expected that the person being considered will have done further study beyond the master's degree in his specific field.

Criteria compiled from minutes of the SUNO Senate, September 30, 1974.

In addition to the criteria for promotion approved by this Senate on September 30, 1974, the Committee on Faculty Affairs used the following as basis for its recommendation:

1. The execution of the application form

2. Submission of evidence of an effective job of teaching, evidence of interest in students, evidence of professional affilitations, and evidence of subscriptions to professional magazines.

3. Letter from department chairman and a colleague giving evidence of satisfactory working relations with faculty and students as well as evidence of satisfactory attitudes toward the performance of responsibilities.

4. Recommendations by the Departmental Advisory Committee, Department Chairman, and Departmental Council.

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*See Appendix 12, Definition of Relevant Experience

5. Verified information from the Office of the Academic Dean and the Vice President relative to --

    a. Years of service at Southern University in New Orleans
    b. Total years of teaching
    c. Last degree and additional work
    d. Dates of previous promotions
    e. Publications in recognized professional journals
    f. Community service
    g. Service on university committee

APPENDIX 12

DEFINITION OF RELEVANT EXPERIENCE

The following stated activities are considered as relevant experience:

1. Significant publications in journals whose qualities of professionalism and scholarship command national and/or international recognition.

2. Publication of monographs, reviews, textbooks and manuals in the area of specialization of a given faculty member.

3. A proven record of published research.

4. Proven administrative experience in academic areas with emphasis on the individual's capacity to adjust to change, command respect of faculty and other personnel as well as give respect to said faculty and personnel. Emphasis should be placed on the training of a given individual as a qualifying factor to serve in an administrative role, as well as the personality and character of an individual.

5. Faculty persons in the fine arts shall have made presentations at art shows, recitals, etc. and have been recipients of awards and/or certificates signifying excellence as judged by their peers in their respective fields.

6. Past and present chairing of committees as well as membership in recognized professional organizations.

7. Authorship of funded proposals, awards and/or certificates received from former employers, students and peers of a given individual chosen profession.

8. Relevant experience should also be inclusive of the number of agencies, or professional groups that utilize a faculty individual on a consulting basis.

APPENDIX 13

CHECK-OUT PROCEDURES

At the end of each contractual period (the academic year or summer school) and at any terminal point (semester), each faculty member must "clear."

The process involves:*

1. Academic clearance:
    a. departmental records
    b. desk copies
    c. official records and grades to registrar
    d. department, division and/or Dean's office.
2. Library clearance
3. Keys and property clearance
    a. departmental inventory
    b. university equipment and materials
    c. departmental and university keys

Completion of the clearance form is required before the final salary check for the period will be issued. Forms are available in the office of Academic Affairs.

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*See "Procedures for Faculty Closing Out at the End of a Session." January 1975. Office of the Academic Dean.

BIBLIOGRAPHY

Title	Office of Publication
Southern University in New Orleans Bulletin, 1973-74	Office of the Registrar
Instructional Bulletin	Office of the Dean of Academic Affairs
Purchasing Manual	Business Office
Minutes of the State Board of Education	Louisiana State Board of Education
"University Parking Regulations"	Office of Campus Police
Student Handbook	Office of the Dean of Students
Library Handbook	Librarian
Personnel Policy Manual	Office of Classified Personnel Southern University
Grading System and Other Procedures of the Registrar's Office	Office of the Registrar
"Procedures for Faculty Closing Out at the End of a Session," January 1975.	Office of the Academic Dean